
Out of Many, One:

Improving the Process of Providing

Reports to the SC Board of Juvenile

Parole and DJJ Release Authority

Certified Public Manager Program
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Problem Statement:

The South Carolina Department of Juvenile Justice (DJJ) is the state agency responsible for administering all components of the juvenile justice system in South Carolina and “provid[es] custodial care and rehabilitation for the state’s children who are incarcerated, on probation or parole, or in community placement for a criminal or status offense.”¹ Children under the age of seventeen who are charged by law enforcement officials with a criminal or status offense are referred to DJJ for intervention and supervision.² In fiscal year 2012-13, DJJ processed 16,754 new referrals.³ During that same time period of time, Family Court judges committed 1,274 children to DJJ for treatment and rehabilitation in long-term incarceration facilities or alternative programs.⁴

One potential disposition, or sentence, that a Family Court judge can issue to a child after adjudicating him/her delinquent for a criminal offense is an Indeterminate Commitment, meaning that the child is committed to DJJ for an indeterminate period of time not to exceed his/her 21st birthday.⁵ Once the Family Court judge issues an Indeterminate Commitment, jurisdiction over the case passes to the releasing entity.⁶ If the child is indeterminately committed to DJJ for a misdemeanor or status offense, then the releasing entity is the DJJ Release Authority (Release Authority).⁷ If the child is indeterminately committed to DJJ for a felony offense, then the releasing entity is the South Carolina Board of Juvenile Parole (Juvenile Parole Board)⁸, a separate entity from

¹ SCDJJ Website, <http://www.state.sc.us/djj/>

² One exception to Family Court jurisdiction is sixteen year olds who are charged with “a felony which provides for a maximum term of imprisonment of fifteen years or more.” S.C. Code Ann. § 63-19-20

³ This number represents “a 27.5% drop in the last five years.” SCDJJ Report Card for 2013, p. 6

⁴ 2012-2013 SCDJJ Annual Statistical Report, p. 5

⁵ S.C. Code Ann. § 63-19-1440(B)

⁶ S.C. Code Ann. § 63-19-1440(D)

⁷ S.C. Code Ann. § 63-19-1810(A)(1)

⁸ S.C. Code Ann. § 63-19-1810(A)(2)

DJJ.⁹ State law requires the releasing entities to “employ the services of and consult with the personnel of the Department of Juvenile Justice” in making decisions regarding the release (parole) of children from indeterminate commitment sentences.¹⁰

Currently, in order to accomplish this statutorily-mandated consultation, various DJJ staff members in different disciplines and divisions (residential services, education, and community supervision) are required by policy to submit periodic reports to the Juvenile Parole Board and Release Authority concerning children on their caseload who have cases pending before these releasing entities. This means that a DJJ Social Worker in the secure institution, a DJJ Guidance Counselor in the school district, and a DJJ Intensive Supervision Officer in the county office all submit individual reports, including recommendations for potential conditional release or parole, on the same child. No coordination among these various case workers in gathering relevant information or preparing these reports is required.

This disjointed process of each staff member submitting an individual report, a process which has been in place for over 30 years, does not foster or promote the collaborative and consensus-building way that DJJ now conducts business in planning for a child’s reintegration into his/her home community. The existing process results in DJJ case workers in different disciplines/divisions submitting varying, and sometimes even conflicting or inconsistent, information on the child and his/her family to the releasing entities. In addition, these case workers in the separate disciplines and divisions can differ in what they recommend regarding potential release of the child, despite the fact that DJJ should be speaking with one voice about the aftercare/reentry plan for the child.

⁹ S.C. Code Ann. § 63-19-610

¹⁰ S.C. Code Ann. § 63-19-1820(C)

There is, after all, only one aftercare/reentry plan. Finally, having separate reports submitted by multiple DJJ staff members increases the chance for late submission of the reports, since there are many moving parts, so to speak, and no coordination among personnel to ensure that the reports are submitted timely.

At no other point in the juvenile justice system do employees of DJJ not speak with one voice regarding recommendations for children. This disjointed method does not allow for a meaningful review process by the releasing entities. The Juvenile Parole Board and Release Authority are making important, weighty decisions about releasing high-risk youth from secure institutional custody and returning them home to communities across South Carolina. To not provide these decision-makers with consistent and accurate information, as well as a unified plan for the child's reentry, is to not provide them with the tools they need to make a sound decision that is in the best interests of the youth, his/her family, the victim, and overall public safety.

Data Collection:

The first goal of my data collection process was to gather background information on the agency and the releasing entities. Statistical data concerning the agency's processes (most relevant to this project being the number of children committed to DJJ) was obtained from the 2012-2013 DJJ Annual Statistical Report. Additional data and background information regarding DJJ and the juvenile parole process was sourced from the DJJ Annual Accountability Report for 2012-13, multiple years of DJJ Report Cards, and selected sections of the Juvenile Justice Code in the South Carolina Code of Laws. Information regarding the history of the agency and the forward-looking vision adopted by current leadership was gleaned from materials available on the DJJ website as well as

the “Change is Possible” article written by DJJ’s Director and published in the American Probation and Parole Association’s magazine Perspectives. To further discuss agency philosophy and strategy as well as project development and implementation, I met with various members of DJJ executive and senior management.

Next, it was important to establish the parameters of existing policy regarding the submission of parole reports to the Juvenile Parole Board¹¹ and Release Authority.¹² Therefore, I reviewed the Juvenile Parole Board’s Policy and Procedure Manual and identified the related forms that are relevant to this project, meaning those forms that DJJ staff complete to provide the Juvenile Parole Board with updated information on youth and make a recommendation regarding release (*Appendix A*). These documents, totaling over 40 pages, include policies on Administration, Parole Examination, Revocation and Rescission, and Victim Assistance. Similarly, I obtained and read DJJ Policy A-5.1, Juvenile Parole – Release Authority Process, the policy that governs the procedures for the Release Authority, and identified and reviewed the Release Authority forms relevant to this project (*Appendix B*).

Then, in order to gain perspective on the content of the reports themselves, it was critical to gather reference materials from each of the releasing entities as a sample representative of the reports submitted to them by DJJ personnel each month. To that end, DJJ’s Release Authority Coordinator provided me with copies of each report submitted to her from various DJJ staff members for each child at DJJ’s long term-institution, the Broad River Road Campus (BRRC), being considered for parole in

¹¹ “[T]he Board is composed of seven (7) members appointed by the Governor with the advice and consent of the Senate.” SC Board of Juvenile Parole Administration Policy, p. 1

¹² “The DJJ Release Authority Panel is comprised of DJJ employees that are at the Senior Manager level within DJJ, have been recommended to serve by their respective Deputy Director, and approved by the DJJ Director.” DJJ Policy A-5.1, Juvenile Parole – Release Authority Process, p. 3

December 2013 (*Appendix C*). Data regarding when each of these individual reports was submitted by the various DJJ staff members and whether that submission was before or after the established deadline for the report to be submitted was also provided (*Appendix D*). The Director of the Juvenile Parole Board offered similar information on children for whom the Juvenile Parole Board is the releasing entity by providing copies of the three individual reports for each child at BRRC being considered for parole in January 2014 (*Appendix E*). The Juvenile Parole Board's "Missing Reports" spreadsheet that is prepared each month was also made available for all of 2013 (*Appendix F*).

For each child considered for parole, the documents provided by the releasing entities consisted of three separate reports submitted to the entity by DJJ staff – one from the child's social worker in the secure institution (treatment), one from the child's guidance counselor in the DJJ School District (education), and one from the child's Intensive Supervision Officer in the DJJ county office (community). The Release Authority documents also included a Summary of Parole Recommendations form completed by the Release Authority Coordinator on each case. The names and other identifying information of the children and families who are the subjects of these reports have been redacted in order to maintain the confidentiality of these records as mandated by state law.¹³ Tables were created to tally the data received from each releasing entities and are found at the end of the respective Appendices referenced above.

"For an organization to be successful at [process] improvement, it needs the will to improve, ideas for improvement, and the skills to execute the changes."¹⁴ Therefore, in order to gain insight into the personnel involved in the existing parole process, I met

¹³ S.C. Code Ann. § 63-19-2010 and -2020

¹⁴ Gerald J. Langley and Ronald Moen, The Improvement Guide: A Practical Approach to Enhancing Organizational Performance, p. 5

with DJJ's Associate Deputy Director for Treatment and Intervention Services, DJJ's Social Work Director, and the Juvenile Parole Board's Director. Among other topics, we discussed what information the releasing entities are seeking from DJJ staff and how DJJ staff can more completely and concisely provide this information. A meeting with executive and senior management level personnel who supervise staff who submit reports to the releasing entities was also held in order to discuss the current process of the submission of separate parole reports (both positive and negative aspects) as well as possible alternative processes. The merits and limitations of a combined report process were debated as well.

Data Analysis:

The DJJ of today is not the DJJ of thirty, twenty, or even ten years ago.¹⁵ Over the last decade, DJJ has “come from a time of a federal lawsuit, high populations of incarcerated youth, and few options for alternative placements to a very different and reformed juvenile justice agency.”¹⁶ One key element of this reform at DJJ was a deliberate focus on reentry and reintegration, the process whereby an incarcerated child is returned to his/her home community. In an effort to enhance the successful reentry of youth paroled by the releasing entities, “DJJ expanded its five-county . . . pilot program [for Intensive Supervision services] to a statewide . . . program by 2007.”¹⁷ By design, caseloads of DJJ's Intensive Supervision Officers (ISO) were statutorily capped at a maximum of 20 youth.¹⁸ Having lower caseloads allows ISOs to provide more

¹⁵ “[F]ront end referrals have declined 42.3 percent since 2002-2003, . . . [which] has gradually impacted the entire juvenile justice system, bringing substantially lower caseloads to the community and record low populations to [DJJ's] secure correctional facilities.” 2012-2013 SCDJJ Annual Statistical Report, p. 2

¹⁶ SCDJJ Report Card for 2013, p. 1

¹⁷ Margaret Barber, “Change is Possible”, *Perspectives*, Fall 2012, p. 78

¹⁸ S.C. Code Ann. § 63-19-350(15)

individualized supervision of these high-risk youth being released from DJJ institutions, resulting in improved public safety outcomes as youth under Intensive Supervision are “37.5% less likely to re-offend than those under standard supervision.”¹⁹

“For committed youth, the first step [of the Intensive Supervision program] is a comprehensive reentry planning process that begins as soon as the juvenile enters a DJJ facility.”²⁰ This reentry planning process at DJJ’s long-term commitment facilities is carried out, in large part, at multi-disciplinary team meetings consisting of DJJ case workers from various disciplines and divisions, including: the child’s ISO from the local county office; the child’s Social Worker, Psychologist, and Reintegration Specialist from the treatment division; Juvenile Correctional Officers from the rehabilitative (security) division; and the child’s teachers and Guidance Counselor from the education division. Despite this focus on a cooperative and collaborative team process to plan for a child’s reentry, the policies of the releasing entities continue to require that three separate reports (from DJJ personnel in the institution, the school, and the community) be submitted to the releasing entity regarding a child’s potential release back to the community.

According to the policies of the Juvenile Parole Board and Release Authority, these two separate releasing entities have similar processes for making release (parole) decisions. Upon indeterminate commitment, a child is assigned a time range for potential length of incarceration, known as guidelines, by the releasing entity. The child’s guidelines can range from 1-3 months to 36-54 months. The first number in the range is the minimum guideline, and the second number is the maximum guideline. The established guidelines are just that – a guide. This means that a child can be released

¹⁹ SCDJJ Report Card for 2011, p. 8

²⁰ Barber, “Change is Possible”, p. 82

prior to the minimum or after the maximum guideline. Prior to the minimum guideline, there is a presumption for retention; after the maximum guideline, there is a presumption for release. The decision to release a child is based on multiple factors, to include the child's behavior or conduct in the living unit and school, the child's progress towards his/her treatment goals, the nature of the child's committing offense(s) and history of adjudications, and the input of the victim (if applicable) and community representatives. Both releasing entities can issue either an unconditional release (meaning no community supervision would follow) or a conditional release (meaning parole conditions would be issued and community supervision would follow).

In reviewing the materials received from the Juvenile Parole Board (January 2014 reports) and Release Authority (December 2013 reports) for children at BRRC being considered for release/parole, some trends emerged. In 9 of the 20 cases reviewed by the Parole Board in January 2014, DJJ staff submitted differing release recommendations on the same child (meaning that one staff member did not recommend that the child be released while the other two did, or vice versa). For example, Denardo's Social Worker did not recommend that he be released as he "has had a negative adjustment to the institution and has not completed treatment" while his ISO recommended release due to "seeing a change in his behavior and in his attitude . . . and doing great in school."

Similarly, in Release Authority cases of children at BRRC considered for release in December 2013, DJJ staff offered differing recommendations in 5 of the 8 children's cases. For example, Charles' Social Worker recommends that he be released "based on his overall progress and success on meeting the goals of his release plan." By contrast, his ISO does not recommend release/parole as "Charles' history of bullying, threatening

and volatile aggression continues to place himself and the community at risk.” This means that, regardless of the releasing entity that the reports are submitted to, DJJ staff members are not of one accord regarding the aftercare/reentry plan for the child and render conflicting recommendations in half of the cases being considered.

Additionally, the content of the separate reports submitted by DJJ’s treatment, education, and community case workers made it clear that these reports are being submitted in isolation, with little to no coordination among these various staff members in completing many of the reports. For example, in the reports submitted to the Juvenile Parole Board concerning Quaydir, the Social Worker reported that “Quaydir has made gradual improvement in behavior and progress on treatment goals. . . . and has demonstrated some recent positive identification of release goals as well as progress in managing aggression.” By contrast, Quaydir’s ISO reported that Quaydir “has continued to display disruptive and defiant behavior. . . . [and] continued to have problems with talking back to staff, using inappropriate language, horseplaying with peers, and leaving class without permission.”

The instance of DJJ case managers providing inconsistent and conflicting information was also evident in reports submitted to the Release Authority. Jason’s social worker, for example, reported that he had made “progress and overall improvements in all areas.” She explains that Jason’s “overall behavior and attitude towards staff and the program has been positive, and he has shown leadership skills during group and therapeutic activities. He has maintained stable behavior and compliance with his medication and personal de-escalation plan.” However, his ISO appeared to be describing a different child, reporting that “Jason was extremely

argumentative, destructive of DJJ's property, fought with DJJ staff, and had to be restrained. . . . Jason's behavior [was] continuously . . . negative, and [he has] determin[ed] that he is not going to conduct himself in a respectful manner."

In addition, both releasing entities experience DJJ staff submitting reports in an untimely manner. According to 2013 figures from the Juvenile Parole Board, a total of 110 reports were "missing" on the established date for the reports to be submitted. This means that, on average, more than 9 reports were submitted late each month. Similarly, of the 24 reports on children at BRRC submitted to the Release Authority for December 2013 hearings, almost half (10) were submitted after the established deadline. This lack of adherence to deadlines is inconsiderate to the releasing entities and does not reflect well on DJJ staff.

Implementation Plan:

"Fundamental to the success of any improvement effort is the understanding that improvement requires that change occur."²¹ Based on the above data analysis, DJJ needs to change current policy in order to improve the process of providing reports to the releasing entities so that duplicative and conflicting information is eliminated and so that DJJ staff members collaborate more closely to produce a single, unified report with a consensus recommendation. As H. James Harrington explains, "...no matter how hard your employees try, if your critical business processes are outmoded and ineffective, all the stakeholders are going to lose."²² In studying the reports gathered for this project, it is clear that DJJ case workers expend considerable time and effort in completing parole reports. However, since the current process for submitting reports to the releasing

²¹ Langley, *The Improvement Guide*, p. 15

²² H. James Harrington, *Streamlined Process Improvement*, page 14

entities has failed to keep pace with changes in the way DJJ does business and is ineffective in ensuring that a concrete plan is in place to facilitate a child's rehabilitation and safeguard public safety upon the child's release, the meaningfulness of the reports and included recommendations suffers.

To accomplish the goal of DJJ providing meaningful parole reports upon which the Juvenile Parole Board and Release Authority can rely to make sound release decisions, DJJ will form a process improvement group made of DJJ staff members who contribute to the parole report process. Members of the two releasing entities should also be invited to participate in this development work group. "When a team works together on improving business processes, . . . the team effort promotes an understanding of the interconnectivity of their work."²³ Ultimately, this process improvement work group would be responsible to update existing Juvenile Parole Board and Release Authority policies and forms to conform to the new reporting process created by their team. The team would also develop training protocols to be used to educate their colleagues across the state on the new process designed to share information with the releasing entities. "To implement a change, permanent support structures (training, job descriptions, standardized procedures, and so on) need to be created that increase the chances the gains will be achieved and sustained."²⁴

One foundational area that the work group will focus on initially is to streamline the current multi-disciplinary staffing process so that staffing meetings held by classification staff, which begin once a child is indeterminately committed, are not duplicated by staffing meetings held by reintegration staff, which begin as a child's

²³ Susan Page, The Power of Business Process Improvement: 10 Simple Steps to Increase Effectiveness, Efficiency, and Adaptability, p. 4

²⁴ Langley, The Improvement Guide, p. 43

minimum guideline range approaches. The decision-making and planning process should be condensed so that all DJJ case workers (community, security, classification, social work, reintegration, and education) can meet at one time - and at only one time - to share information regarding a child and together develop a reintegration plan for the child's eventual release. Once a streamlined staffing process has been developed, the work group will need to decide on a process whereby the reentry plans established at these staffing meetings, to include consensus recommendations, are communicated to the releasing entities. For example, the work group will need to determine who will compile and complete the unified report, how information will be gathered from the various case workers, how the reports will be edited and reviewed, how recommendations will be reached when the parties disagree on whether or not the child should be released, and who will submit the completed report to the appropriate releasing entity.

The new process for submission of parole reports developed by this work group will be tested on a small scale before it is implemented by case workers throughout the agency. "Through testing you can learn about aspects of the change, so when you are ready to implement, the change is understood well enough to be implemented correctly and sustained."²⁵ Since the Release Authority process is under the control of DJJ, a pilot project would be easier to implement with Release Authority cases rather than Juvenile Parole Board cases. A portion of Release Authority cases should be selected for this testing sample, perhaps those cases of children from counties in the Midlands Region (since it will be more convenient for ISOs in those counties to travel to Columbia to learn about the new process through training and to attend staffing meetings to implement the new process, than ISOs in other regions). "As part of testing and implementing a change,

²⁵ Ibid., p. 18

the reason for the improvement effort should be made clear to everyone involved. People need an opportunity to participate in the development and testing of the changes.”²⁶

The cost to develop, test, and implement this new parole reporting process should be minimal as all the work will be performed by DJJ staff. All costs associated with training will be indirect and easily absorbed by DJJ. The new process should, ultimately, reduce costs for DJJ as fewer staffing meetings will be held and fewer staff members will be completing reports. The entire process of development and testing should be completed within six months. It is estimated that it would take an additional three months to expand the new process to all cases of both releasing entities and train respective staff members state-wide on implementation measures.

Developing a new process for the submission of parole reports will not be without opposition. “When trying to develop a change, people often have difficulty imagining how tasks could be done or results be accomplished differently from the way things are currently done.”²⁷ For example, during my meeting with key Juvenile Parole Board and DJJ personnel, a representative of the Juvenile Parole Board shared that he is resistant to the idea of a combined report because he is concerned that minority voices will be drowned out regarding recommendations for release (meaning that if one case worker is recommending release while the other two are not, then he wants to know that fact and the reasons why). Although he was assured that the goal of this process improvement would be to have a consensus report with one recommendation from the team at DJJ while still providing information to the releasing entity regarding any concerns raised when developing this recommendation so that all voices are heard and represented, I am

²⁶ Ibid, p. 21

²⁷ Ibid, p. 3

not sure that he was convinced. Including him, or someone on his staff that he trusts, on the process improvement work group will be critical to the success of any new process developed.

Evaluation Method:

“In addition to creating the permanent support structures (such as training) . . . , ongoing measurement and audits should be used to ensure improvement is achieved and maintained.”²⁸ In order to evaluate the effectiveness of the submission of a unified report with a consensus recommendation to the Juvenile Parole Board and Release Authority, parole reports and documents similar to those evaluated for this project will be gathered for a representative month. These reports should be reviewed to ensure that complete and consistent information is being provided to the releasing entities as well as to ensure that concerns of case workers who may be in the minority regarding the consensus recommendation are represented. “Audits can be done periodically to see if people are adhering to the new standard process.”²⁹ These reports should continue to be sampled and evaluated on a regular basis (twice a year, for example) to ensure fidelity to the new reporting process and to verify that the improvements are sustained.

Also, after implementation of the new process, data regarding the frequency of late reports being submitted will be gathered to determine if the new unified report process has decreased the occurrence rate of untimely reports. “Plotting data over time and viewing the patterns will furnish the evidence that performance is being sustained at a new level.”³⁰ Finally, after at least six months of implementation of the unified report process, key stakeholders (both DJJ staff who submit the reports as well as staff of the

²⁸ Ibid, p. 44

²⁹ Ibid.

³⁰ Ibid, p. 43

Juvenile Parole Board and Release Authority) should be surveyed to gauge their receptiveness to the new combined report system, the ease of implementation of the new process and forms, and satisfaction with the outcomes of the new process.

Summary and Recommendations:

As an agency, DJJ's mission is "to protect the public and reclaim juveniles through prevention, community programs, education, and rehabilitative services in the least restrictive environment possible."³¹ When considering the process of DJJ staff consulting with Juvenile Parole Board and Release Authority personnel regarding the potential release of indeterminately committed juveniles, this mission is best accomplished by DJJ staff in all relevant divisions working together as a team to formulate a concrete plan so that the child's transition back home and reintegration into his/her community can be as seamless as possible with no negative impact on public safety. This reentry plan and recommendation, supported by all parties after open discussion and reaching a consensus, should be communicated to the releasing entity through the submission of a single, unified parole report. Improving a process can be a time consuming and difficult endeavor, but the result is almost always worth the effort. Perhaps DJJ's own Director said it best: "Change is possible. And that's true for our troubled juveniles. It's true for our communities. It's true for our staff. It's true for our juvenile justice systems and agencies. Change is possible for those who have the courage to innovate. Go make it happen."³²

³¹ SCDJJ Annual Accountability Report, Fiscal Year 2012-2013, p. 5

³² Barber, "Change is Possible", p. 87

Appendix A

Juvenile Parole Board Policy and Procedure Manual with Related Forms

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PURPOSE: To define the composition, structure and the duties and responsibilities of the members and staff of the South Carolina Board of Juvenile Parole (hereinafter "Board") and the administrative functions and relationships.

POLICY: The composition and structure of the Board is promulgated in South Carolina Code of Laws 1976, as amended (hereinafter all references to "Sections" shall be construed to refer to South Carolina Code of Laws 1976, as amended). The members and staff have clearly defined duties and responsibilities as mandated by law.

PROCEDURES:

I. BOARD MEMBERSHIP

A. STRUCTURE AND FUNCTION

1. The Board is the releasing authority for juveniles committed by the family courts to the South Carolina Department of Juvenile Justice (hereinafter "DJJ") for indeterminate sentences in accordance with, Section 63-19-1810 and 63-19-1820, as amended by Act 309 of 2006 and further amended by Act 5 of 2007. The Board determines the release and revocation of release of juveniles indeterminately committed to DJJ after March 31, 2007 for all felonies, violations of probation and parole for all felonies and for offenses identified in 63-19-1810 as amended by Act 309 of 2006. Act 309 of 2006 as further amended by Act 5 of 2007, designates the Board as the release authority for Assault and Battery of a High and Aggravated Nature and Assault with Intent to Kill and violations of probation and parole for those offenses.
2. The Board's releasing authority continues regardless of a juvenile's transfer to the South Carolina Department of Corrections (hereinafter "SCDC") pursuant to Section 63-19-1440.
3. The Board continues to be the releasing authority for juveniles transferred to other state agencies, such as the South Carolina Department of Mental Health (hereinafter "DMH"), pursuant to Section 63-19-1450.
4. DJJ is charged with the responsibility of providing the budgetary, fiscal, personnel, and training information resources and other support considered necessary by the Board to perform its mandated functions as set forth in Section 63-19-1840.

B. APPOINTMENT

Pursuant to Section 63-19-610(A) as amended, the Board is composed of seven (7) members appointed by the Governor with the advice and consent of the Senate. In making these appointments, the Governor shall select members who are representative of the racial, gender, and geographical diversity of the State. If a vacancy occurs on the parole board when the Senate is not in session, the Governor may appoint a member to fill the vacancy and the appointee is a de facto member until the Senate acts upon the appointment.

STATE OF SOUTH CAROLINA BOARD OF JUVENILE PAROLE	ADMINISTRATION
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A full term is four years and members may not be re-appointed to the Board until two years after the expiration of a full four-year term.

C. REMOVAL

Pursuant to Section 63-19-620, a Board member shall be subject to removal by the Governor pursuant to Section 1-3-240(C). Members may appeal his/her removal in accordance with Section 1-3-250.

D. ELECTION OF OFFICERS

1. The Chairperson, Vice Chairperson and Secretary of the Board shall be elected annually during the month of June by majority vote of the membership and shall assume duties of the office on July 1.
2. Section 63-19-630, prohibits the Chairperson from serving consecutive terms.
3. In the event the Chairperson resigns or is unable to serve out the term, the Vice Chairperson shall act as Chairperson for the remainder of the term.
4. In the event that, for any reason, the Vice Chairperson or Secretary shall be unable to serve or wishes to be relieved of duties, a special election shall be held at the next scheduled business meeting to elect replacements.

E. COMPENSATION AND PER DIEM

1. Section 63-19-650 Members of the Board of Juvenile Parole shall receive compensation in an amount provided by the General Assembly in the annual general appropriations act.
2. Board members' shall be compensated in the same amount and manner as the SC Board of Pardons and Paroles.
 - a) Should a Board member have a conflict in schedule and not remain at the hearings until the end of business, the members compensation will be pro-rated for the number of hours business was conducted for that day.
3. Members of the Board are entitled to per diem in the amount of Thirty-five Dollars (\$35.00) for each day official Board business is conducted.
4. Board members are encouraged to attend training related to Juvenile Justice, Parole and Aftercare. Requests to attend training should be made to the Chairperson in advance. The Chairperson is responsible for monitoring the travel portion of the budget and is authorized to approve Board members travel requests for training purposes. Administrative staff shall assist in travel arrangements and reimbursements. State regulations require supporting documentation (e.g. agenda, brochures, etc.).
5. Hotel stay will coincide with the number of days worked unless otherwise approved by the Board Chairperson.

STATE OF SOUTH CAROLINA BOARD OF JUVENILE PAROLE	ADMINISTRATION
	Page: 3 of 10

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

II. DUTIES AND RESPONSIBILITIES OF BOARD MEMBERS**A. OFFICERS****1. Chairperson**

The Chairperson shall a) preside at full Board hearings and business meetings and chair an assigned panel; b) appoint an acting Vice Chairperson or Secretary in the event the respective officer is absent; c) work with the Director to develop and implement parole guidelines to be assigned to juveniles and a periodic review schedule of the records and progress of juveniles; d) work with the Director to assign members to panels consisting of at least three members each and schedule annual and quarterly business meetings and other business meetings as necessary; e) communicate with the Director on behalf of the Board on matters relating to the management of the parole process; f) review appeals submitted by juveniles to determine appropriateness for review by the Board; g) assign members to a committee, appoint a chair and serve as an ex officio member of each committee; h) meet at least monthly with the Director and supervisory staff members and meet with other staff members as necessary; i) approve all special reviews of cases outside the regular review cycle and j) prepare and review the Director's annual performance rating in June of each year at the end of the Chairperson's term.

2. Vice Chairperson

The Vice Chairperson shall a) in the temporary absence of the Chairperson, assume the duties of the chairperson; b) serve as Chairperson of an assigned panel; and c) assist the Chairperson as needed, such as chairing committees on major projects.

3. Secretary

The Secretary shall a) ensure that proper minutes of business meetings and official decisions and accurate taped or transcribed records of all proceedings are maintained and that these records are retained for an appropriate length of time; b) in the temporary absence of the Chairperson and Vice Chairperson, assume the duties of the Chairperson; and c) through the Director be responsible for the updating and maintenance of all copies of the policy and procedure manual.

B. GENERAL

All members shall be responsible for a) the careful review of each case before the scheduled hearing date; b) attending all scheduled hearings of the full Board and/or panels and business meetings or notifying the Chairperson through the Director if circumstances prohibit attendance; c) deciding all matters of conditional, temporary and unconditional releases, revocations and rescissions, requests for status/rule changes, and appeals and ensuring information regarding such decisions is furnished to DJJ; d) attending monthly meetings with designated staff to assure effective communication on all matters relating to the operation of the parole process as well as the overall juvenile justice system; e) visiting one or more institutions and a representative sample of the community facilities in their district at least annually, specifically for the purpose of meeting with community staff to exchange information; and f) maintaining regular liaison with appropriate legislative committees during at least each regular session of the legislature for the purpose of offering advice and opinions on appropriate legislative matters.

C. TRAINING

1. The Director shall prepare and maintain on an annual basis a training manual outlining orientation and annual training. A log will be maintained which captures accumulated training hours for audit purposes and will be provided to the Board members at each quarterly business meeting.
2. The Director shall develop a core curriculum/initial orientation which Board members shall receive prior to assuming his/her duties.
3. Board members shall receive a minimum of eight (8) hours of relevant training and education annually in addition to administrative staff meetings.
4. Travel and/or other expenses associated with Board training shall require prior approval as set forth in E.5.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

III. **ADMINISTRATIVE FUNCTIONS**

A. **PARLIAMENTARY PROCEDURE**

The Board shall adhere to the authoritative statement of parliamentary law as set forth in Robert's Rules of Order as a basic guide to fair and orderly procedure in all meetings and hearings, unless otherwise specified herein.

B. **BUSINESS AND OTHER MEETINGS**

1. Quarterly meetings shall be held for the purpose of conducting general business. These meetings shall be published with the exception of executive sessions.
2. The Chairperson may call a special meeting of the Board as deemed necessary.
3. An annual meeting shall be held in July to review, update and approve policy and procedure, establish goals and objectives, assess education and training needs of Board members and staff, and review and revise the organizational chart and staff position descriptions, as necessary. The Chairperson shall, during this meeting, encourage the Board to continue to pursue goals to ensure the efficient operation of the parole process, to stay abreast of the changing community philosophy regarding parole and the juvenile justice system and to review Board policy and procedure.
4. The Board members shall meet with the entire staff on an annual basis to discuss needs and share information.
5. The agenda and any necessary material(s) for the quarterly and annual business meetings shall be mailed to the Board members at least one week before the date of the meeting.
6. The DJJ Director and/or designee shall be informed of each quarterly and annual business meeting and training sessions and shall, upon request, be placed on the agenda.

C. **STANDING COMMITTEES**

1. **Budget Committee**
This committee shall meet periodically and be responsible for a) reviewing the budget on a monthly basis; b) approving all transfer of funds within the budget; c) working with the Director to prepare fiscal year budget requests and; d) presenting a budget report at each business meeting.
2. **Policy and Procedures/Guideline Committee**
This committee shall meet periodically and be responsible for a) maintaining policy and procedure manual; b) ensuring that the manual is appropriately distributed; c) conducting periodic reviews of policies and procedures; d) making recommendations to the Board for proposed policy changes, e) assisting the Director with providing training on policies and procedures for new Board members, f) periodic reviews of guidelines; g) approving assignment of criminal offenses to appropriate categories and; h) making category changes.

3. Legislative Committee

This committee shall meet periodically and be responsible for providing updated information to the Board members regarding any proposed or new legislation which may have an effect on the parole process.

D. ORGANIZATIONAL CHART

The Director shall maintain a written description and an organizational chart that accurately reflects the structure of authority, responsibility, and accountability of members of the Board as well as the staff. The organizational chart shall be reviewed by the Board annually and updated and distributed as necessary by the Director.

E. MANAGEMENT INFORMATION AND RESEARCH

1. The Chairperson shall review all research designs prior to the start of research.
2. The Board shall permit, encourage, and utilize internal research as well as research conducted by outside professionals.
3. The Board and designated staff shall participate with researchers in deciding which questions should be addressed, which data should be gathered, and how that data should be presented.
4. When approving projects by researchers, the Board shall ensure the privacy and interests of juveniles and other parties for the cases under study. Research shall be disseminated only to authorized persons from a controlled distribution list.

F. LEGAL MATTERS

1. The DJJ legal counsel is available to the Board to meet the Board's requirements in policy formulation, to advise in individual cases, and to represent the Board when required before courts and other appropriate bodies. However, should conflict arise, the staff of the South Carolina Attorney General's Office shall assist the Board.
2. In the event that a Board member, or former Board member, is sued for matters relating to the official performance of his/her duty as a Board member, the Board member shall immediately notify the Director. The Director shall be responsible for notifying the Attorney General's Office and the Insurance Reserve Fund. A copy of all papers and pleadings shall be forwarded to the Director who shall in turn forward them to the Attorney General or other retained legal counsel. The Director shall keep the Board members informed as to the progress of any such proceedings and set up periodic meetings for the Board with the Attorney General or assigned attorney as necessary.
3. There shall be no public discussions of legal actions by Board members while court action is pending.

G. COMMUNICATIONS: PUBLIC AND MEDIA RELATIONS

1. The Board is committed to informing the public and the media of events within its area of responsibility subject to the confidentiality and freedom of information laws of the state and federal governments.
2. The Chairperson shall serve as the official spokesperson for the Board and is the only individual authorized to speak with the media on behalf of the Board.
3. The Chairperson is the sole source for news releases issued on behalf of the Board and shall always express views consistent with statutory authority and Board approved action.
4. The Director shall be the contact person for requests for information. All requests shall be submitted in written form to the Director.

H. RECORDS MANAGEMENT: RETENTION AND DISPOSITION OF AGENCY RECORDS

The Board will maintain a program for the retention and disposition of records in accordance with laws and regulations as set forth in Title 30 of the Code of Laws of South Carolina, 1976, which mandates that state agencies establish and maintain an active, continuing program of records management consistent with the S. C. Department of Archives and History (SCDAH) procedures. The Board has adopted DJJ's retention schedule for General administrative records. Any specific Juvenile Parole Board retention schedules that have been approved by SCDAH will be on file with DJJ's Records Manager and also included in the Juvenile Parole Board's related forms and attachments section.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

IV. PAROLE STAFF**A. EMPLOYMENT**

Pursuant to Section 63-19-1840, the Board employs a Director and other staff necessary to carry out the duties of parole examinations, revocation/rescission hearings and victim assistance. The parole staff is employed by the Board and is directly responsible to the Board both administratively and operationally.

Agency staff desiring to be rehired in their current position upon completion of the TERI program must apply for the position. Positions are to be posted internally through DJJ's Office of Human Resources.

B. DUTIES AND RESPONSIBILITIES

1. The entire staff is responsible for seeing that information regarding juveniles, juvenile justice issues and victim issues are presented to the Board, in a timely manner sufficient to carry out their prescribed duties, to include being present and punctual on each day of hearings and providing whatever assistance is necessary to ensure the smooth operation of the parole process.
2. Supervisory staff shall a) be responsible for conducting meetings at least once a month with staff to assure effective communication on all matters relating to the operation of the parole process and the overall juvenile justice system; b) conduct a review of policy and procedure at the end of each fiscal year; and c) maintain standard operating procedures and conduct a review of these procedures at the end of each fiscal year.
3. The Director shall a) supervise and provide training for all supervisory staff; b) ensure that the policies and procedures of the Board are adhered to and all decisions and orders of the Board are executed by the appropriate persons; c) ensure appropriate supervision of staff and share personnel issues with the Board; d) represent the Board at meetings and other functions; e) manage budgetary needs; and f) evaluate all training curriculum based on an annual needs assessment that identifies current training needs and the development, coordination and updating of training plans, both initial and continuing, for Board members and staff.
4. The Chief Parole Examiner shall a) supervise and provide training for all Parole Examiners and ensure that Parole Examiners have coordinated and completed the requisite parole processing for all juveniles assigned to their caseload; b) systematically develop Board reports, parole guidelines and monitor schedules; c) collect monthly statistical data; and d) ensure Parole Examiners monitor agency data base(s) and maintain accurate and up to date case files.
5. The Hearing Officer shall a) schedule, with appropriate notifications, and conduct preliminary and final rescission and revocation hearings; b) coordinate and maintain the pending placement caseload until placement is secured and the conditional

release is finalized; c) present Requests for Change of Parole Status or Special Conditions to the Board and post-action follow-up; and d) assist the Director with compliance with training and other accreditation standards when requested.

6. The Victim Service Coordinator shall a) maintain appropriate contact with victims regarding parole and revocation/rescission hearings; b) ensure that victim opposition is communicated to the Board; c) notify victims of developments concerning juvenile offenders when appropriate; d) coordinate victims' appearances before the Board and present information on their behalf when necessary; and e) cases when restitution has not been determined, coordinate and communicate with appropriate entities to document restitution.
7. The Administrative Coordinator shall a) perform all administrative duties; b) compute guidelines; and c) assist the Director.

C. CONFLICT OF INTEREST

The Director shall be notified of any apparent or potential conflict of interest that may exist with any staff member and a particular case. If in the opinion of the Director, a real or potential conflict exists, another staff member will be assigned to the case.

D. TRAINING FOR STAFF

1. The Director shall prepare and maintain on an annual basis a training manual outlining orientation and annual training for staff. A log will be maintained by staff that captures accumulated training hours for audit purposes. At the end of the fiscal year, the Director will combine these logs into a master log.
2. All staff administrative staff shall receive a minimum of sixteen (16) hours of relevant training and education annually. All part-time staff working less than forty (40) hours per week shall receive training appropriate to their assignments. All other staff shall receive forty (40) hours of initial orientation training; prior to assuming his/her duties; and a minimum of forty (40) hours of relevant training and education annually in addition to administrative staff meetings.
3. During periods when training requirements are suspended due to budgetary constraints, the Director will schedule abbreviated training during lunch of a Board hearing day.

Submitted by: _____
Director of Parole _____ Date _____

Approved by: _____
Chairperson Date

PURPOSE: To establish procedures for parole examination which ensure compliance with statutory and accreditation* requirements for establishing guidelines, periodic reviews, types and duration of releases and conditions of parole.

POLICY: Guidelines shall be set and uniform, equitable and just parameters established which guide release considerations, as well as conditions and duration of parole. Parole processing data shall be accurate, current and properly disclosed at hearings which are conducted in a timely and orderly manner. The decisions regarding parole shall be conveyed expeditiously to the appropriate parties.

PROCEDURES:

I. GUIDELINES

A. OFFENSE CATEGORIES

Offenses are assigned to categories XX, X, I, II, III, IV, V and VI (**Exhibit P-1**). If the category of an offense is not clear or has not been determined, the Director will present to the Board at its next regularly scheduled meeting a recommendation that is compatible with offenses currently categorized. The Board will determine the appropriate category and the Director will notify DJJ of the categorization.

B. GUIDELINE RANGES AND COMMENCEMENT

Guideline ranges are established for each category as set forth in Exhibit P-1. Guidelines commence on the date of commitment which is the date the family court judge executes the commitment order except in cases in which juveniles receive Pre-Dispositional Confinement Credit (hereinafter PDCC) as set forth in Section 63-19-1440(I) or there are unusual circumstances related to the commitment date and the juvenile's actual physical commitment.

The adjusted date of commitment for PDCC cases shall be established by subtracting the number of days the juvenile spent in pre-dispositional confinement. Any modification in the quarterly review cycle will be reflected beginning with the review at the minimum guideline; hearings subsequent to the minimum guideline will occur quarterly.

The adjusted date of commitment, in cases in which there are unusual circumstances related to the commitment date and the juvenile's actual physical commitment, shall be established as the date of the juvenile's arrival in secure confinement. Any adjustments to the commitment date, confinement credit and adjudications will be noted on the guideline grid and examiner summary. The adjusted date of commitment will reflect the date the juvenile physically arrives at DJJ, and the review cycle will commence upon the adjusted date of commitment.

The guideline range established herein shall in no manner be interpreted as a determinate sentence. The Board may release a juvenile prior to,

during or after the range. Consideration of release shall be dependent upon the factors set forth in policy.

C. COMPUTATION

When the commitment order is received, a Parole Guideline Grid and Computation Sheet is completed to determine the appropriate guideline range for each juvenile indeterminately committed to DJJ (**Exhibit P-2**) as follows:

1. The category of the "most serious adjudication" is established.
2. All other adjudications are categorized and assigned points as follows: Category VI = 1, Category V = 2, Category IV = 3, Category III = 5, Category II = 8, Category I = 15, Category X = 21, Category XX = 25
3. The total points of all other adjudications are converted as follows:

1-4	=	0
5-8	=	1
9-13	=	2
14-18	=	3
19-23	=	4
24-28	=	5
29-over	=	6

The conversion correlates to the appropriate vertical column containing the guideline range for the assigned offense category. Offense(s) committed by juveniles in jurisdictions outside of South Carolina are not scored in the computation of a juvenile's guideline range. However, these offense(s) shall be noted on the Parole Examiner summary.

D. VERIFICATION

All computations of guidelines shall be completed by the administrative staff and verified by the Director or designated parole staff.

E. ADJUDICATIONS FOR PENDING AND SUBSEQUENT OFFENSES

Guidelines are re-calculated when juveniles who are currently committed have pending or subsequent offenses that are adjudicated during the juvenile's current commitment. A pending offense is defined as an offense that was committed prior to the juvenile's current commitment and is disposed of by the Family Court during the current commitment. A subsequent offense is defined as an offense committed during the juvenile's current commitment and disposed of by the Family Court during the juvenile's current commitment.

1. Adjudications of Pending Offenses

The guideline range is computed as set forth in Section I.C. above. The date of commitment does not change. It remains as established by the original commitment order.

2. Adjudications of Subsequent Category XX, X, I, II and Loss of Life Offenses

When a currently committed juvenile is adjudicated for a subsequent offense, this is referred to as a "re-commitment." The guideline range is computed as set forth in Section I.C. above taking into consideration both the current committing offense(s) and the re-committing offense(s). The date of commitment is re-established as the date of the subsequent commitment order. The category will be determined by the most serious offense.

3. Adjudications of Subsequent Category III (excluding loss of life), IV and V Offenses

The guideline range is computed as set forth in Section I.C. above and applies as follows:

- a) If the subsequent offense would result in the juvenile's guidelines increasing from the current guideline range, then the guideline range shall be increased but the commitment date will remain the same.
- b) If the subsequent offense would not result in the juvenile's guidelines increasing then the guideline range for the commitment offense shall be added to the current guideline range with the commitment date remaining the same. If the juvenile is subsequently committed for more than one offense, the guideline range for the most serious offense will be added to the current guideline range.
- c) The category will be determined by the most serious offense.

Guidelines are re-calculated when juveniles who are currently committed and have pending or subsequent offenses that are adjudicated during the juvenile's commitment resulting in a concurrent determinate sentence. However, the offense is scored as an associated adjudication and the date of commitment does not change.

Guidelines are not re-calculated when juveniles who are currently committed and have pending or subsequent offenses that are adjudicated during the juvenile's current commitment resulting in a consecutive determinate sentence.

Guidelines are recalculated when a juvenile is committed for Escape pursuant to Section 24-13-410. The sentence is to be served consecutive to the original and to other sentences previously imposed. In the calculation of the new guideline range, the date of release from the previous commitment(s) will serve as the date of commitment.

F. VIOLATION OF PROBATION GUIDELINES

Guidelines for violation of probation shall be scored with the category being established by identifying the most serious offense for which the juvenile was on probation at the time of the commitment. The range shall be computed in the same manner as set forth above.

G. VIOLATION OF PAROLE GUIDELINES

1. It is the responsibility of the Hearing Officer, after consultation with the aftercare provider, and following the preliminary hearing, to present a recommendation of a guideline range to the Board at the juvenile's revocation hearing. Guidelines for violation of parole shall be established in one of the following ranges: 3 - 6 months; 6 - 12 months; or 12 - 18 months.

2. The Hearing Officer's recommendation shall take into consideration the following:
 - a) The category of offense for which the juvenile was originally committed assigning a baseline guideline range of 3 – 6 months for Category III, IV, V, VI offenses and 6 – 12 months baseline range for Category XX, X, I, II offenses.
 - b) The particular condition(s) violated and the seriousness of those violations allowing for aggravating circumstances to trigger an increase in range for all categories and mitigating circumstances in Categories XX, X, I and II to trigger a decrease in range.
3. The Board shall consider the recommendation of the Hearing Officer and establish the guidelines at the revocation hearing. Pre-dispositional confinement credit is not applicable in revocation cases.

Submitted by: _____

Director of Parole

Date

Approved by: _____

Chairperson

Date

II. PROCESSING AND SCHEDULING**A. INSPECTION AND REVIEW OF JUVENILE RECORDS**

1. Pursuant to Section 63-19-1820 as amended, the Board shall make periodic inspections, at least quarterly, of the records of juveniles committed by the family courts to the custody of DJJ for indeterminate commitments. The review of cases subject to Section 63-19-1440(I) will meet the requirements of this statute.
2. Juveniles committed for Category III, IV, V and VI offenses will receive a full review quarterly. Juveniles committed for Category XX, X, I, and II offenses will receive a record review quarterly and a full review in accordance with the following schedule:

<u>Guidelines</u>	<u>Reviews</u>
36-54	9, 18, 27, 33, 36 and quarterly thereafter
24-48	9, 15, 21, 24 and quarterly thereafter
18-36	9, 15, 18 and quarterly thereafter
15-24	9, 12, 15 and quarterly thereafter
12-18	6, 9, 12 and quarterly thereafter

Cases subject to Section 63-19-1440(I) will follow the same schedule referenced above until the hearing at the minimum guideline. Pre-Dispositional Confinement Credit resulting in a change in guidelines is reflected by changing the minimum review date.

3. All juveniles shall receive a full review with appearance rights at the minimum guideline and quarterly thereafter. Parole revocation cases shall be reviewed quarterly regardless of the range.
4. The records of juveniles transferred from DJJ to the SCDC, as set forth in Section 63-19-1440, or to other state agencies for treatment of mental disabilities, pursuant to Section 63-19-1450, shall continue to be reviewed by the Board in accordance with the schedule set forth above until the juvenile is released or reaches twenty-one (21) years of age, whichever first occurs.
5. A special review is defined as "a review of a juvenile's case by the Juvenile Parole Board at any time other than the juvenile's scheduled review cycle." A request for a special review must be submitted in writing within five (5) days following distribution of the Board list for the month the review is requested. The Chairperson, or Chairperson's designee, shall approve all such requests.

B. INITIAL PROCESSING

1. The DJJ aftercare provider assigned to supervise the juvenile, in conjunction with the intake staff, submits an initial report in the format outlined in **Exhibit P-3** to the designated parole staff within five (5) working days after commitment. In describing the facts of the committing delinquent act(s), only official law enforcement and/or court documents are to be used. Specific information that mitigates or aggravates the delinquent act(s) shall be included. Placement plans for the juvenile should be initiated immediately upon the juvenile's commitment to the institution.

2. Designated parole staff meets with newly committed juveniles on a regular basis to explain guidelines and the parole process. Juveniles will be given a copy of the Parole Guideline Grid and Parole Guideline Computation Sheet. The designated parole staff shall explain certain rights to juveniles regarding the hearing and have juveniles sign an Acknowledgment of Rights Before Attaining Minimum Guideline (**Exhibit P-4**). Juveniles shall be given a copy of this acknowledgement.
3. A copy of the Parole Guideline Grid and Parole Guideline Computation Sheet shall be forwarded to the appropriate DJJ personnel within five (5) working days.
4. Within seven (7) days of receipt of new commitment information, designated parole staff shall a) process commitment packets to include Examiner Summary (**Exhibit P-5**), court history (Form 5), juvenile's guidelines, commitment order, DJJ psychosocial evaluation and most recent psychological; b) send a letter to the juvenile's parents or guardians informing them of parole guidelines, Board appearances, and review schedule; and c) notify the Department of Social Services in writing of a DSS client's commitment, guidelines and dates of Board reviews.
5. The Hearing Officer shall explain the hearing process to juveniles awaiting revocation/rescission hearings. If the juvenile's parole is revoked a new commitment packet is submitted. If the release is rescinded the juvenile will return to the regular review cycle.
6. If a juvenile requires assistance in understanding the parole process due to physical or mental handicaps or language barriers, the Parole Examiner, through the Director, shall arrange for assistance to be provided by qualified personnel working within the juvenile's problem area. If necessary, the cost of such services shall be negotiated with DJJ and other appropriate agencies or organizations.

C. CASELOAD ORGANIZATION

1. Designated parole staff shall maintain an administrative grid which reflects correct name, county, date of commitment, guidelines and schedule of Board reviews.
2. Juveniles committed for revocation of parole shall appear on the administrative grid and be scheduled for reviews using the date of the action as the date of commitment.
3. Names of the juveniles released by the Board shall be deleted from the administrative grid with the exception of cases involved in a pending status.
4. Designated parole staff shall prepare the monthly Board list from the administrative grid.

D. REPORTS AND RECOMMENDATIONS

1. Section 63-19-1840 requires DJJ to provide information and support considered necessary by the Board to perform its mandated functions. The Board considers it necessary that appropriate DJJ staff, or DJJ private provider staff, complete and submit, in a timely manner, accurate and informative monthly reports for juveniles being reviewed. This responsibility shifts to SCDC, DMH or any other agency to which an indeterminately committed juvenile, for whom the Board is the releasing authority, may subsequently transfer. Board reports submitted for juveniles who are transferred, furloughed or on escape status shall be consistent with juveniles who are not on such status.
2. Reports shall be submitted from the appropriate treatment provider in the institution where the juvenile is located. The DJJ social worker shall complete a report in the format outlined in **Exhibit P-6**. The treatment provider at the wilderness programs shall complete a report in the format outlined in **Exhibit P-7**. The DMH treatment provider shall complete a report in the format outlined in **Exhibit P-8**. The SCDC treatment provider shall complete a report in the format outlined in **Exhibit P-9**.
3. The DJJ aftercare provider assigned to supervise the juvenile shall submit a report as outlined in **Exhibit P-10**. This reporting is required for all juveniles in the DJJ long-term institutions and wilderness programs or other private providers, as well as, subclass juveniles who may have transferred to DMH or DDSN. Pursuant to Section 63-19-1840, the report must include updated information regarding placement plans following release.
4. The DJJ guidance counselor at the school where the juvenile is attending classes shall submit a report in the format outlined in **Exhibit P-11**.
5. All reports, with the exception of SCDC reports, should include a recommendation with regard to release. Placement should not interfere with recommending release of a juvenile. It is not sufficient justification for a recommendation for release to be withheld by any recommending party for the sole reason that a juvenile has not reached the minimum guideline date.
6. The Parole Examiner shall complete the Examiner Summary (see Exhibit P-5) outlining the details of the offense(s) committed and denoting aggravating and mitigating circumstances. The summary shall include the salient issues from the recommending parties.
7. The Parole Examiner shall notify DSS in writing two (2) weeks prior to a DSS client's Board review to provide that agency with an opportunity for input.
8. Parole staff shall adhere to the internal office schedule as posted.

E. INPUT FROM FAMILY COURT JUDGE AND SOLICITOR

It is expected that the aftercare provider shall solicit input from the Family Court or other sources as required by the court particularly for all Category XX, X, I and Loss of Life cases if the juvenile will reach minimum guideline at his/her next scheduled parole hearing. The aftercare provider shall continue to request this input for each review until the juvenile is released or transferred to the South Carolina Department of Corrections, unless otherwise instructed by the Family Court Judge or Solicitor.

F. PREPARATION FOR BOARD PRESENTATIONS

1. Parole shall mail and distribute materials for the Board members to review ten (10) days prior to hearings.
2. When a juvenile is to reach the minimum guideline at the next scheduled hearing and thereafter, the Parole Examiner shall review recommendations with the juvenile prior to the hearings and record on Acknowledgment of Rights Upon Attaining Minimum Guideline (**Exhibit P-12**) the juvenile's decisions regarding legal representation and appearance before the Board.
3. The recommending parties shall submit updated information to the appropriate Parole Examiner by Thursday prior to hearings.
4. Designated parole staff shall submit a list of juveniles appearing before the Board to the appropriate facilities by 12:00 PM on the Thursday before hearings.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

III. REGULATION AND PROTOCOL OF HEARINGS

A. ORGANIZATION FOR CONDUCTING HEARINGS

1. Hearings may be held as often as necessary to carry out the duties and functions of the Board, but must be held at least monthly. Usually hearings are scheduled the first Monday and-Tuesday of each month. Notices of the hearings are released to the media one week prior to the hearings.
2. Effective October 2008, the Board shall convene for parole hearings at the Bill Rogers Community Connections Center at the South Carolina Department of Juvenile Justice in Columbia, South Carolina, or at any announced location suitable for such hearings.
3. The hearings shall be conducted in surroundings that are comfortable and appropriately furnished to ensure an orderly and dignified atmosphere.
4. No video or audio recording of the hearings is allowed by anyone other than parole staff. DJJ control of contraband policy will be used to further define items as authorized or unauthorized.
5. All juveniles committed for Categories XX, X, I and Loss of Life offenses shall be reviewed for parole consideration by the full Board.
6. All other cases may be reviewed by panels unless otherwise designated by the Board. A panel shall consist of any three or more members of the Board as assigned by the Chairperson and the Director. To the extent possible, panels shall be balanced to be represented by both race and gender. The Chairperson and the Director shall rotate membership on panels and shall arrange for a member to substitute for any member who cannot be present at a panel meeting to ensure a panel has at least three members.
7. The Board shall permit arguments and appearances by counsel and other representatives of a juvenile when considering cases of parole and revocation/rescission but may, in its discretion, limit the duration and scope of such presentations.
8. All hearings shall be presided over by the Chairperson, Vice Chairperson, Secretary, or the presiding person's designee.
9. As set forth in Section 63-19-630, six (6) members of the Board shall constitute a quorum to conduct business of the full Board.
10. To protect the confidentiality of the juvenile's records, all hearings are considered closed to the public unless otherwise authorized by an affirmative vote of the Board.

B. FORMAT FOR HEARINGS

The parole hearings shall be conducted in a formal manner, and a record of the proceedings will be maintained via an electronic recording for a period of five (5) years to ensure verification of Board action and variables considered in the Board's deliberation. The hearings shall proceed as follows:

1. The Parole Examiner shall identify the juvenile's name and agenda number with special note of written documents submitted in behalf of or against parole.

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2. The Parole Examiner presents the juvenile's case to the Board, unless instructed otherwise by the Board.
3. The juvenile enters the proceedings alone or accompanied by the family and other representatives.
4. The juvenile's attorney, if any, presents his/her case for parole.
5. The juvenile is given an opportunity to make a statement to the Board, and/or present letters or other documents.
6. The juvenile's representatives, including family and others, are given an opportunity to make a statement.
7. Members of the Board may ask questions of the juvenile and representatives.
8. The juvenile and representatives are excused from the hearing room; the attorney may remain unless he/she desires to be excused.
9. If there are persons in opposition to release, they may present their statements and documents at this time. Attorneys shall not directly question a victim; but shall proffer any questions they may wish to pose to a victim to the Chairperson. The Chairperson shall decide whether the question posed shall be asked of and answered by the victim.
10. The Board shall excuse those in opposition from the hearing room to discuss the case and to reach a decision.
11. During deliberations, the attorneys shall be excused from the hearing room unless the Board allows the attorney to remain.
12. Whenever a case is carried over from a panel for full Board consideration, the Parole Examiner will arrange for the juvenile to appear again, if appropriate, and will have packets ready for the full Board.
13. The juvenile is informed of the final decision of the Board as soon as practical following the hearing.

C. PROTOCOL FOR HEARINGS

1. Persons other than legal counsel for the juvenile, the juvenile himself, parents or guardians, staff and the victim have a limited right to appear before the Board. All such persons shall undergo reasonable metal detection process.
2. The Board, through the Director, has the authority to limit appearances to ensure security and an orderly parole process.
3. Individuals are not to participate in the hearing proceedings unless addressed by the Board. The Board may request that any or all persons leave the hearing room any time during the hearing.
4. Confidential information will only be discussed before persons who have a right and a need to know.
5. Any individual may be excluded from the parole hearing upon affirmative action of the Board, for good and sufficient reason.
6. No person identified by this section appearing for or against parole of a juvenile shall remain in the hearing room during deliberations of the Board. Exceptions are limited to an individual basis by affirmative action of the Board.

7. Persons are not permitted to enter or leave the hearing room during a case proceeding, unless permitted to do so by the Board.
8. With the exception of the committed juvenile, no one under the age of fourteen (14) shall be allowed to attend or participate in hearings. Exceptions are limited to an individual basis by affirmative action of the Board.

D. REQUIRED VOTE TO GRANT RELEASE

1. A majority vote of those in attendance at full Board is required to grant parole or revoke/rescind parole. Votes in cases heard by the full Board are cast by a show of hands.
2. A unanimous vote of a panel is required to grant parole.
3. Any unanimous vote of the panel shall be considered the final decision of the Board subject to appeal rights.
4. Any vote of the panel that is not unanimous shall be referred to the full Board for consideration and action.
5. The vote of the Board shall be recorded. Any member of the Board voting in the minority may specifically request that his/her vote be recorded as such and may give reasons for voting in the minority.
6. A Board member who will be absent from a hearing may not vote in absentia.

E. RECONSIDERATION

By the close of the business day in which the hearing was held and the original decision rendered, and upon proper motion for reconsideration, the Board may reconsider a release decision.

F. PRESENCE OF THE JUVENILE AT HEARINGS

1. A juvenile who has not met the minimum guideline shall not have the right to personally appear before the Board. However, the Board may instruct the Director, preferably with twenty-four (24) hours notice, to provide the juvenile the opportunity to appear before the Board. The Board has the authority to require any juvenile to appear before the Board at any time.
2. A juvenile who has met the minimum guideline may personally appear before the Board to present reasons why he/she should be paroled and to present reasons why specific conditions of release should or should not be imposed. However, such a right may be limited or denied, following notification and subject to approval by the Director, if at the time of the scheduled hearing, the juvenile is:
 - a) staffed into a lock-up facility or on lock-up status at the time of the scheduled hearing for committing an offense identified as a major incident code which includes, but may not be limited to, creating a health, safety, or fire hazard; possession of contraband; sexual misconduct; sexual assault; assault and battery; complicity; indecent exposure; inciting or creating a disturbance of institutional/facility operations; inciting a riot; engaging in a riot;

escape or attempted/conspiring to escape with or without force; arson/attempted arson to state and/or private property; possession of drugs, alcohol, or beverages containing alcohol; under the influence of narcotic drugs, alcohol or other substances; b) awaiting a due process hearing or on administrative hold for escape or attempted/conspiring to escape with or without force; c) charged with new criminal offense(s) during the past ninety (90) days; d) housed in a facility, other than an institutional DJJ facility, and the caregiver documents that transporting would present a flight risk and/or juvenile is considered to be a danger to himself/herself or others.

3. A juvenile's appearance right may be denied when he/she is being detained in an adult detention center on pending charges for offense(s) designated as violent per state statute. The denial of appearance rights can remain in effect until the criminal case is resolved.
4. Any questions regarding the denial of a juvenile's appearance rights should be brought to the attention of the Director. The Director has the authority to deny a juvenile's appearance right should the juvenile, while awaiting a hearing, display conduct that poses an immediate danger to himself/herself or others and/or which interferes with the orderly operation of the Board hearings.
5. The status of the juvenile as a foreign national does not preclude access to parole consideration. An interpreter will be provided to overcome any language barriers.
6. The juvenile shall be given adequate opportunity to express his/her views.

G. PRESENCE OF PARENTS/GUARDIANS AT HEARINGS

Parents or legal guardians of a juvenile desiring to appear before the Board shall have the right to appear when the juvenile's case is being reviewed by the Board at the hearing within three months of the minimum guideline and all subsequent hearings, unless the Board finds good and sufficient cause to deny such appearance. At reviews, prior to three months below minimum, parents and guardians may submit written information to appropriate parole staff for review by the Board. Should a juvenile be allowed to appear at any hearing, not noted herein, his/her parents/legal guardians are also allowed to appear. Parents and guardians will coordinate their appearance with the appropriate parole staff.

H. PRESENCE OF VICTIM AT HEARINGS

1. Victims may appear if they so desire and so indicate prior to the Board meeting, unless the Board finds good and sufficient cause to deny their appearance.
2. Victims of crime(s) who attend parole or revocation/rescission hearings shall be treated with dignity and respect.
3. The victims shall be separated from the juvenile while awaiting hearing appearances. A specific area shall be designated for victims. Victims who wish to appear before the Board shall be escorted to the hearing room in a manner that will cause the least possibility of confrontation with the juvenile.
4. Parole cases that involve victims will be heard on a priority basis and to the extent that is practical, at a time convenient to the victim.
5. If the Board decides to deny parole to a juvenile before hearing from the victim, the victim shall be notified. If a victim still desires to be heard or present documents on the matter, they shall be given a reasonable amount of time as provided by these policies and procedures to do so.
6. Victims who have asked to be notified of the hearing results shall be notified in writing subsequent to the hearing as to the decision of the Board.

I. PRESENCE OF OTHERS AT HEARINGS

1. Representatives for the juvenile such as family members other than parents, employers, ministers, expert witnesses and others shall have a right to appear when the juvenile's case is being reviewed at three months below minimum guidelines and then beyond, when it is shown that they have relevant testimony to offer.
2. Representatives of the State such as judges, solicitors, and law enforcement officials shall be given the opportunity to appear and present relevant testimony at any time when a juvenile's case is being reviewed by the Board.
3. Recommending parties may request to appear before the Board by submitting a written request through the Director one week in advance of the hearing. The request should include a statement providing reasons why the information to be conveyed to the Board could not be included in the written report format.
4. The media, upon the affirmative action of the Board, may attend a parole hearing if the juvenile's commitment hearing was open to the public. However, such attendance shall be limited to those portions of the hearing that do not reveal confidential case information.
5. Other parties must seek approval from the Board, through the Director, before observing any parole hearings.

J. ABSTENTION OF A BOARD MEMBER

1. A Board member must disqualify himself/herself from hearing or participating in the discussion of a case if he/she a) has a personal involvement in the case; b) has an interest in the case which would effect his/her objectivity; or c) could in any way benefit from the outcome of a case.
2. The record of the hearing should reflect the abstention.
3. For panel hearings, the Board member should indicate such conflict to the Chairperson prior to the hearing. The Chairperson shall replace the member with a different member to complete the panel, or refer the case to the full Board as appropriate.
4. Each Board member is responsible to raise the issue of his/her disqualification.

K. ATTORNEYS

Juveniles are permitted to have legal representation when appearing for a parole or revocation/rescission hearing. Pursuant to Section 63-19-1830, funds are allocated to contract for legal assistance for juveniles who desire this service and cannot personally afford the assistance. The juvenile or the juvenile's family, acting on the juvenile's behalf, may retain and pay for the services of a private attorney.

L. TIME LIMITATIONS/SCOPE OF TESTIMONY

1. The Board, through the Chairperson, has the right to limit the length and scope of statements made, or testimony given, and to make determinations and rulings, whether objected to or not, concerning the relevance of the testimony or statements. In lieu of or in conjunction with, any oral presentations, the Board may require any person to present written statements to the Board.
2. Attorneys shall limit their remarks to fifteen (15) minutes and shall limit the taking of testimony from individual witnesses to five (5) minutes. However, the attorney may adjust these time limits if the total time period for presentation does not exceed twenty (20) minutes. The Board may extend the time to hear all relevant testimony.
3. Victims shall limit their remarks to a total of fifteen (15) minutes. The Board may extend the time if it so desires to hear all relevant testimony.
4. All other persons shall limit their remarks to five (5) minutes unless extended by the Board.

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M. PROGRESS REPORTS

A Board member may request progress reports. This report shall be submitted by the appropriate Parole Examiner and/or Hearing Officer the month following the request. The Parole Examiner shall submit the most recent examiner summary at the time the oral progress report is presented. Progress reports shall be listed as such on the agenda and shall not be considered an additional case. There will be no formal action taken on a progress report. The Parole Examiners and the Hearing Officer shall give progress reports when the Board's action is release pending other requirements. Such reports shall be given until the circumstances of the pending status are resolved.

N. CONFIDENTIALITY

1. Section 63-19-2030 establishes the requirement for confidentiality of juvenile records. Inquiries about an individual case or any other matter that may pertain to confidential information should be referred to the Director. It shall be denoted on all case summaries that the information contained therein is protected by the confidentiality laws of the State of South Carolina.
2. Information concerning victims of juvenile crime is confidential and shall be treated with the utmost care to ensure that such information is not disseminated to anyone other than the members and staff of the Board and, when necessary and appropriate, agents of other victim services programs and other agency staff.
3. Information obtained during parole hearings should not be disclosed or discussed directly or indirectly with anyone other than the members and staff of the Board, and when necessary and appropriate, other agency staff.

O. APPEAL PROCESS

1. The granting or denial of parole and the revocation/rescission of parole, rest solely in the discretion of the Board. However, provided that the minimum guideline has been met, the juvenile, the juvenile's parent or legal counsel on behalf of the juvenile, may request an appeal of denial of parole or revocation/rescission of parole by completing a Notice of Appeal (**Exhibit P-13**). This appeal must be completed and forwarded to the Director within fourteen (14) days following the hearing. The Director at his/her discretion may waive the fourteen (14) day deadline.
2. The Chairperson, in consultation with the Director, shall decide whether there exists sufficient cause to grant a hearing on the appeal. If a new hearing is granted, the case shall be included on the agenda and the juvenile may be requested to appear at the regularly scheduled meeting of the Board.
3. The Director shall notify the juvenile in a timely manner if sufficient cause was not found to justify a hearing on the appeal.

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Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

IV. TYPES OF RELEASE, CONDITIONS AND DURATION OF PAROLE**A. PAROLE DECISION PROCESS**

Either the full Board or properly constituted panel is empowered to conduct parole hearings. The Board, by a majority vote of its membership present, may grant parole, or the panel, by a unanimous vote, may grant parole.

B. FACTORS IN DETERMINING PAROLE

In all decisions related to the parole process, the Board shall consider the interests of the juvenile, the victim, the community and the interests of society as a whole.

C. TYPES OF RELEASE**1. Conditional Release**

Conditional release allows a juvenile to be released into aftercare in the community under the supervision and authority of the Board subject to general, and if necessary, specific rules, as established by the Board, to be adhered to by the juvenile up to his/her twenty-first (21) birthday. The Board upon granting a conditional release to juveniles at DJJ and SCDC executes an order attesting to the release (**Exhibit P-14**).

2. Unconditional Release

Unconditional release allows a juvenile to be released into the community but not subject to any supervision or to the authority of the Board. However, South Carolina law requires adherence to registration requirements for persons convicted of certain sex offenses. An order attesting to the unconditional release is executed by the Board. (See Exhibit P-14).

3. Temporary Release

Temporary release allows a juvenile to be released to the community or to an alternative facility for a specific period of time so designated by the Board. An order attesting to the temporary release is executed by the Board. (See Exhibit P-14). A temporary release may be granted; a) to test the viability of the proposed placement of the juvenile and the readiness of the community to accept the juvenile on conditional or unconditional release; or b) to provide the juvenile the opportunity to receive an evaluation and/or treatment in a residential facility other than a long term correctional facility. Juveniles who are granted temporary release are subject to the standard rules of conditional release and any other special conditions imposed by the Board. Upon expiration of the temporary release, the juvenile shall be returned to the care and custody of DJJ unless the Board has granted the juvenile a conditional release or unconditional release. The term of temporary release, which by definition is temporary in nature, does not constitute parole and therefore, rights inherent in the parole process such as due process are not applicable. Requests for temporary release from DJJ staff must be submitted to the Board in writing accompanied by specific reasons.

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D. RELEASE CONSIDERATION AND PRESUMPTIONS

1. The salient factors determining eligibility for release consideration, include but are not limited to, institutional behavior, community acceptance, history of adjudications, progress toward treatment goals, and appropriate placement.
2. There is a presumption that a juvenile will not be released before reaching the minimum guideline date. However, certain factors may warrant a juvenile's release prior to reaching the minimum guideline date. Factors which may overcome this presumption include, but are not limited to, the availability of residential or other appropriate placement for treatment or other purposes, successful progress or completion of specialized programs, completion of or superior progress in treatment or educational goals, or outstanding institutional behavior. This presumption may be more difficult to overcome when a juvenile has been committed for a serious and violent offense.
3. There is a presumption a juvenile will be released upon reaching the maximum guideline date. However, certain factors may warrant a juvenile's further incarceration. Factors which may overcome this presumption include, but are not limited to, serious institutional misbehavior, serious threat to public safety, lack of progress in treatment or education, lack of remorse, denial of the committing offense(s), or release of the juvenile would depreciate the seriousness of the delinquent act(s).

E. DEFINITIONS OF VARIABLES GUIDING PRESUMPTIONS

1. Serious institutional misbehavior is an act or acts by a juvenile which cause(s) bodily injury or substantial threat of serious bodily injury to a staff member or another juvenile, substantial damage to or theft of property, or which involves participating in or inciting a riot or major disturbance. Major violations of the contraband regulations such as possession of a weapon or illegal drugs or alcohol fall within the category. In addition, the escape of a juvenile or aiding of another to escape is serious institutional misbehavior. The aforementioned constitutes a nonexclusive list of examples. Other equally significant acts may also equate to serious institutional misbehavior.
2. Serious threat to the public safety indicates a juvenile could be among those who could commit a serious delinquent act resulting in return to a DJJ institution if paroled, or acts of self-harm. This threat must be documented by objective evidence which may include but is not limited to: a negative psychological evaluation which shows a future propensity to commit serious delinquent acts, or acts of self-harm; and/or substantial evidence exists that the offender will perpetrate an offense against a known person; and/or

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poor institutional adjustment with special emphasis on violent major institutional infractions resulting in assignment to maximum security units; and/or the current committing category offense is for an offense in which the victim was injured, or there was an intent to commit serious bodily harm and there is a prior conviction for an offense in which a victim was injured, or there was an intent to commit serious bodily harm; and/or a lack of remorse for the commission of a Category XX, X, I or Loss of Life offense which indicates a propensity to recommit a crime of that nature; and/or the juvenile has a history of adjudications in other jurisdictions and if these offenses had been committed in South Carolina, there is a high probability that the minimum and/or maximum guideline would have been increased.

3. Release of the juvenile would depreciate the seriousness of the delinquent act is a reason for not recommending release of a juvenile once maximum guideline has been achieved. There are extraordinary and rare situations when the release or the application of a presumption to release a juvenile would depreciate the seriousness of the delinquent act or promote disrespect for the law. When using this rationale to recommend against release, objective information must be used such as: the victim was particularly vulnerable due to age, infirmity or reduced physical or mental capacity, which was known or should have been known to the offender; and/or the victim was treated with particular cruelty; and/or protracted mental or emotional distress to a victim resulted from the act; and/or the delinquent juvenile knowingly created a great risk to more than one person; and/or the court demonstrated a concern for reentry of this juvenile into the community.
4. Uniquely superior progress toward treatment or educational goals is a reason for releasing a juvenile prior to reaching minimum guideline. This must be demonstrated by much more than successful completion of treatment programs. The juvenile must be a model the Board would desire for others to emulate. When using this rationale, objective information must be used, such as: activity by which serious injury or death of a person was averted; and/or academic or vocational achievement was far beyond expectations established for the juvenile; and/or institutional behavior has been exhibited which is far beyond expectations established for the juvenile; and/or substantive evidence, including a positive psychological, indicates release is warranted due to substantial demonstrated efforts to find solutions to personal identified problems along with a community plan including residential placement and other community support substantiating probable successful reentry into the community.

F. CONDITIONAL RELEASE PENDING STATUS

1. A juvenile may be conditionally released pending other requirements including, but not limited to, appropriate placement, residence verification, interstate compact or program completion. The release is effective when the pending status is resolved.
2. Designated parole staff shall maintain cumulative lists of juveniles in pending status and distribute to the Director and appropriate agencies on a monthly basis.
3. If a juvenile is released on pending status and that status can not be resolved within four (4) months following the issuance of the conditional release pending status, a Request for Change of Parole Status/Special Conditions form shall be submitted by the Hearing Officer outlining all appropriate alternative options. The Board may deny the request or approve the request and release the juvenile, or retain the juvenile on pending status until other options are presented, or rescind the conditional release and return the juvenile to a regular review cycle.

G. PAROLED TO DETAINER

The basis of a detainer shall be determined and the Board may vote to release a juvenile to another authority for confinement in a different jurisdiction, or to a detainer for disposition, where appropriate.

1. The Board may release a juvenile to a detainer only. Under such circumstances, should it be discovered that the receiving authority does not have jurisdiction or the detainer is no longer active/valid, the release action is vacated and the juvenile remains incarcerated and on his/her designated review schedule. The Board will be apprised of this information in the form of a Progress Report at the next scheduled meeting of the Board.
2. The Board may release a juvenile to a detainer. Under such circumstances, should it be discovered that the receiving authority does not have jurisdiction or the detainer is no longer active/valid, the juvenile is released to his/her parent/legal guardian or approved placement.

H. INTERIM BOARD ACTION

When circumstances necessitate interim Board action to grant, rescind, or vacate release of a juvenile or to modify or clarify the conditions of release, the Chairperson or designee is empowered to poll the Board members by telephone or electronic communication. Such action shall be affirmed at the next regularly scheduled meeting.

I. CONDITIONS OF PAROLE

1. Section 63-19-1850 of the South Carolina Code of Laws 1976, as amended, authorizes the Board to establish the terms, rules, and conditions of parole.

- a) With the exception of the unconditional release, a release agreement is attached to the order which requires the juvenile prior to release from DJJ or SCDC to agree in writing to follow specific standard conditions and any special conditions set forth in the agreement (**Exhibit P-15**).
2. The specific standard conditions of parole as set forth in the conditional and temporary release agreements are as follows:
 - a) I will obey all laws including but not limited to, state education laws, attend school regularly, and obey all school rules and regulations so as not to be suspended or expelled or will be gainfully employed.
 - b) I will not leave the state, change my approved placement, school or job without the permission of my aftercare provider.
 - c) I will maintain contact with my aftercare provider while in the community and will keep all scheduled appointments unless excused by the aftercare provider.
 - d) I will not own, possess, or use any weapons or instruments which could cause injury to others.
 - e) I will not fight or harm other persons.
 - f) I will not purchase, possess, or use any illegal drugs or alcoholic beverages.
 - g) I agree to submit to urinalysis tests and/or blood tests when required and agree that the test results may be used as evidence regarding violations of the conditions of my release.
 - h) I will keep the curfew set by the aftercare provider and parent or legal guardian.
 - i) Consistent with SC Code Section 63-19-1850(A), I will permit the search or seizure, without a search warrant, with or without cause, of my person, any vehicle I own or am driving, and any of my possessions by law enforcement or any person authorized by law to conduct such a search.
3. In addition to the standard conditions, the Board may establish individual or special conditions that it may deem necessary to the satisfactory adjustment of the juvenile on parole in the community.
4. Pursuant to Section 63-19-1850, the Board may enforce participation in restitution, enforce work ordered by the court, and enforce community programs established or approved by DJJ.
5. Community service hours may be substituted for all or a portion of restitution at the rate of the minimum wage per hour. The Board shall not order full payment of restitution in addition to community service hours.

6. State statute directs the Board to mandate active electronic monitoring and also authorizes the Board to impose active electronic monitoring:
 - a) Pursuant to Section 23-3-540(C), the Board, an agency with jurisdiction to determine that a violation of parole has occurred, is required to order monitoring by the Department of Probation, Parole, and Pardon
 - b) Pursuant to Section 23-3-540(D), the Board, an agency with jurisdiction to determine that a violation of parole has occurred, may order monitoring by the Department of Probation, Parole, and Pardon Services with an active electronic monitoring device.

J. REQUEST FOR CHANGE OF PAROLE STATUS/SPECIAL CONDITIONS

The following is the procedure regarding requests for status changes or modification of conditions of parole:

1. The aftercare provider, Parole Examiner, or the paroled juvenile may request that the Board consider an early termination or an extension of the juvenile's parole or a modification of conditions based upon the salient factors defined for overcoming parole guidelines. A Request for Change of Parole Status/Special Conditions must be submitted to the Hearing Officer (**Exhibit P-16**).
2. The Hearing Officer shall present all requests to the Board for consideration at the next scheduled hearing.
3. Whenever a Request for Change of Parole Status/Special Conditions is approved by the Board, the Hearing Officer will complete and forward an original and three copies of an Amendment to Order of Conditional Release (**Exhibit P-17**) outlining the approved changes to the aftercare provider.
4. The aftercare provider shall certify that the amendment has been read and explained to the juvenile and have the juvenile verify his/her understanding of the amendment. The aftercare provider shall keep a file copy, give the juvenile a copy, and return the original to the Hearing Officer. The original copy shall remain a part of the juvenile's parole file for the duration of parole.

K. DURATION OF PAROLE

1. Unless otherwise designated by the Board, the terms of parole shall be in accordance with the following schedule:

Categories VI and V	3 months
Categories IV and III	6 months
Category II	12 months
Categories XX, X, I and Loss of Life	24 months (Not to exceed the 21 st birthday)

The terms of parole for re-commitments shall be based on the highest category classification and the terms of parole for revocations shall be based on the original committing offense.

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2. The aforementioned terms notwithstanding, no period of parole shall expire unless all restitution and/or community service hours have been fully satisfied. The Board may consider early termination or extension of the terms of parole at any time prior to the juvenile's twenty-first (21st) birthday.
3. The aftercare provider, the Parole Examiner or the paroled juvenile, through the aftercare provider, may request that the Board consider an early termination or extension of the juvenile's parole.
4. Expirations of parole terms, including statutory expiration, shall be entered in the DJJ Juvenile Justice Management System by designated parole staff.
5. When a juvenile is conditionally released by the Board but has the remainder of a determinate sentence which must be served, the term of parole for the release from the indeterminate commitment shall not commence until the day the juvenile is released from the determinate commitment, unless the Board orders otherwise.

L. STATUS OF PAROLE AS A PRIVILEGE

The status of parole has been granted as a privilege from the Board to the juvenile to serve a portion of his/her commitment outside the correctional facility. The paroled juvenile at all times remains under the legal authority of the Board while on parole and may be returned to custody upon any violation of the law or upon any violation of his/her conditional release agreement.

M. ACCEPTANCE OF CONDITIONS OF RELEASE

Each juvenile granted parole or temporary release shall be given a list of standard conditions as well as special conditions of parole or temporary release. All conditions shall be fully explained to the juvenile and the juvenile shall be given the opportunity to present his/her views with regard to the stated conditions. If requested by the juvenile, the Parole Examiner shall communicate any concerns of the juvenile through the Director to the Chairperson. If action is necessary, the Chairperson shall bring the matter before the Board. Any juvenile convicted of certain sex offenses defined by law who has been granted an unconditional release shall execute a certification regarding sex offender registry requirements.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

V. POST BOARD PROCESSINGA. BOARD ACTION

Parole Examiners shall confirm Board action with the administrative staff. The final draft of the Board's action must be verified by designated parole staff. The administrative staff shall distribute the Board's action to appropriate personnel. Designated parole staff shall enter the Board's action in the DJJ Juvenile Justice Management System. Parole staff shall report Board action to the appropriate parties. The institutional social worker, treatment provider or caseworker is then expected to immediately notify the juvenile regarding the action of the Board. For all cases at minimum guideline and beyond the Parole Examiner shall complete a Rationale for Denial of Parole (**Exhibit P-18**) with attached Notice of Appeal (See Exhibit P-13) and forward to the juvenile.

B. RELEASE DOCUMENTS

Parole Examiners shall explain release documents to paroled juveniles, have juveniles execute the documents, and forward executed documents to the appropriate parties. Parole Examiners will notify the Director immediately if a juvenile is housed in a lock-up facility. Parole Examiners will not issue release documents to juveniles in a lock-up facility until instructed to do so by the Director. Designated parole staff shall forward signed release papers to the appropriate aftercare provider. When a juvenile is housed outside of the Broad River Road Complex, Parole Examiners may arrange for the staff at the facility to explain and execute the release documents.

C. REQUIREMENTS OF THE SEXUALLY VIOLENT PREDATOR ACT (SVPA)

Pursuant to Section 44-48-10 et seq., the Board as an agency with jurisdiction is required to notify and provide information of a juvenile's release to the authorities in the statute. Designated parole staff shall organize, prepare and present pertinent information to the multidisciplinary team and the attorney general.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

PURPOSE: To establish guidelines and define due process rights for revocation/rescission of parole.

POLICY: The Board believes that a juvenile's liberty interest is a valuable interest which is within the protection afforded all citizens by the 14th amendment to the United States Constitution. This interest should not be jeopardized by capricious or indiscriminate initiation of revocation/rescission proceedings. The taking of this interest calls for the establishment of an orderly process in which the juvenile is afforded due process rights.

PROCEDURE:

I. DUE PROCESS

A. NOTICE

1. Initial Notice

At the time of conditional release, juveniles must be given written notice that violations of the conditions of parole could result in revocation or institutional misbehavior could result in rescission of parole.

2. Notice of Alleged Violation(s)

Upon the initiation of revocation or rescission proceedings, juveniles must be given written notice of the alleged act(s) that are the basis for initiation of proceedings (Parole Violation Arrest Warrant and/or **Exhibit R-1**).

3. Notice of Preliminary Hearing

The juvenile must be given at least three (3) days written notice of the purpose, time and place of the preliminary hearing. This notice may be waived by the juvenile. The hearing may be postponed for good cause or the juvenile may waive the right to the hearing after being informed of the right to the hearing and consequences associated with waiving the hearing.

4. Notice of Revocation or Rescission Hearing

The juvenile shall be given notice of the final revocation or rescission hearing immediately following the preliminary hearing.

B. RIGHTS

1. Appearance, Evidence and Representation

- a) Juveniles have the right to personally appear and present relevant witnesses and evidence at all hearings.
- b) Juveniles also have the right at all hearings to confront and cross-examine adverse witnesses. However, upon a specific finding of good cause, the Hearing Officer and/or designated parole staff, may disallow such confrontation and cross-examination.
- c) Juveniles may have legal counsel present at both hearings but free legal assistance will only be provided at the revocation/rescission hearing.

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2. Decision(s)
 Juveniles have the right at all times to a neutral and detached Hearing Officer. The Hearing Officer at the conclusion of the hearing shall inform the juvenile whether or not probable cause has been established, the evidence relied upon, and any action to be taken.

Submitted by: _____
 Director of Parole Date

Approved by: _____
 Chairperson Date

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II. DEFINITION AND INITIATION OF PROCESSES

A. SELECTION OF HEARING OFFICER

Due process requires that juveniles have a neutral and detached Hearing Officer. The Hearing Officer and/or designated parole staff shall notify the Director of any apparent or potential conflict of interest with a case. If a determination is made that a conflict exists, the Director shall designate a substitute Hearing Officer.

B. RESCISSION

A juvenile's release may be rescinded by the Board if prior to the juvenile's physical release from the institution, circumstances, including but not limited to inappropriate conduct within the institutions, necessitate such action. Institutional staff or parole examination staff shall properly document misinformation about a detainer or pertinent information that was not made available to the Parole Board at the time the release decision was made, shall properly document the inappropriate conduct or unavailable pertinent information, and shall immediately contact the Hearing Officer and/or designated parole staff. Crisis and/or counseling intervention shall be conducted in an effort to avoid rescission of the juvenile's release.

C. REVOCATION

A juvenile's parole may be revoked for violations of standard or special conditions established by the Board. The aftercare provider shall properly document a juvenile's violation(s) of conditions of parole and contact the Hearing Officer and/or designated parole staff. As an alternative to revocation, consideration shall be given to community resources, counseling, and other forms of intervention.

D. REQUESTING INITIATION OF PROCESS

The aftercare provider, or institutional staff in the case of a rescission, may initiate the process by obtaining the approval of his/her supervisor, and then completing and forwarding a Request for Preliminary Hearing (See Exhibit R-1) along with a copy of the appropriate violation warrant directly to the Hearing Officer and/or designated parole staff.

Submitted by: _____
Director of Parole Date

Approved by: _____

Chairperson

Date

III. SCHEDULING OF PRELIMINARY HEARINGS

A. PRELIMINARY HEARINGS

1. Immediately upon receipt of a Request for Preliminary Hearing and necessary documentation, the Hearing Officer and/or designated parole staff shall contact the aftercare provider/agent to discuss scheduling a preliminary hearing.
2. In the rescission process, the preliminary hearing for the juvenile who has remained incarcerated shall be held within seventy-two (72) hours of receipt of the request by the Hearing Officer and/or designated parole staff.
3. In the revocation process, the preliminary hearing for the juvenile being held in detention will be held as soon as possible, but no later than ten (10) working days after receipt of all necessary paperwork. The necessary paperwork needed to conduct the preliminary hearings is as follows: the Request for Preliminary Hearing (R-1), parole violation reports, a copy of the appropriately served Parole Violation Arrest Warrant, and a copy of the police incident report when the parole violation charge is based solely upon the alleged commission of a new crime.

B. NOTIFICATION OF PRELIMINARY HEARINGS

The Hearing Officer and/or designated parole staff or the aftercare provider shall complete and forward a Notice of Preliminary Hearing and Due Process Rights (**Exhibit R-2**) to the juvenile as soon as practicable following the scheduling of the preliminary hearing. The juvenile shall execute the form acknowledging his/her understanding of the process.

C. ARREST AND DETENTION PENDING PRELIMINARY HEARINGS

Generally, arrest and detention shall be approved only when there is sufficient reason to believe that probable cause exists that serious and repeated violations of the conditions of release pose a threat to the safety and welfare of the public or the juvenile. When parole violation charges are based upon the alleged commission of a new crime, a parole violation warrant shall not be issued for purposes of detaining the juvenile unless there exists reason to believe that the juvenile's presence imposes an unreasonable risk to public safety or the safety of the juvenile and other means of detention are unavailable.

1. The submission of a properly approved and executed Request for Preliminary Hearing shall be justification for the detention of the juvenile pending notice of a rescission preliminary hearing.
2. In addition to provisions set forth in Section 63-19-1860, the Hearing Officer and/or designated parole staff may approve the issuance of a parole violation warrant which may result in the arrest and detention of a juvenile pending the preliminary hearing.

D. PURPOSE AND LOCATION OF PRELIMINARY HEARINGS

1. The purpose of a preliminary hearing is not to resolve contested facts, but to determine whether probable cause exists to believe that a juvenile has committed an act of inappropriate behavior prior

to actual release or has violated conditions that warrant the revocation/rescission of parole.

2. The preliminary hearing may be delayed or postponed for good cause and the juvenile may waive the hearing if first informed of rights pertaining to the hearing and of the consequences of waiving the hearing.
3. The preliminary hearing shall be held in or near the community where the violation is alleged to have occurred or where the juvenile has been taken into custody.

E. RIGHT TO COUNSEL

While there is no right to counsel at a preliminary hearing, counsel will be allowed to be present and to represent the juvenile at the preliminary hearing, if counsel is retained by, or on the behalf of, the juvenile. If neither the juvenile nor his/her parents/guardians can afford to retain counsel, the juvenile can seek legal assistance from the public defender or have his/her parents/guardians assist.

F. ORDER AND PROCESS FOR PRELIMINARY HEARINGS

1. The Hearing Officer and/or designated parole staff shall make every reasonable effort to ensure the juvenile understands the purpose of the hearing and the nature of the allegations against him/her.
2. Testimony and evidence shall be presented and at the conclusion of the presentation, the Hearing Officer and/or designated parole staff shall advise the juvenile and other necessary parties of the decision with regard to probable cause.
3. If probable cause is not established, the juvenile should be released to an approved placement.
4. If probable cause is established and the juvenile is to be detained pending a final revocation/rescission hearing, the Hearing Officer and/or designated parole staff shall complete the section at the bottom of the Request for Preliminary Hearing (See Exhibit R-1). Notification shall be provided to the Director, designated parole staff, VAP Coordinator, and designated DJJ or SCDC staff who coordinate transportation within twenty-four (24) hours. A decision that continued detention pending a final hearing is not appropriate and that the juvenile should be released to an approved placement, must be based upon consideration for reasonable, less restrictive options available that can still ensure the safety of the public (**Exhibit R-7**).
5. A decision that continued detention is not appropriate and that the juvenile should be released to an approved placement, must be based upon consideration for reasonable, less restrictive options available that can still ensure the safety of the public (See Exhibit R-7).

Submitted by: _____

Director of Parole

Date

Approved by: _____

Chairperson

Date

IV. FINAL RESCISSION/REVOCATION HEARINGSA. NOTICE AND RIGHTS

The Hearing Officer and/or designated parole staff shall complete the Notice of Rescission/Revocation Hearing and Due Process Rights (**Exhibit R-3**). As soon as practical, the Hearing Officer and/or designated parole staff shall meet with the juvenile to review the notice, answer questions the juvenile may have regarding the process, explain the juvenile's rights, and obtain the juvenile's acknowledgement.

B. PRELIMINARY HEARING REPORT

Within five (5) days following the decision to proceed, the Hearing Officer and/or designated parole staff shall complete a Preliminary Hearing Report (**Exhibit R-4**) and forward to the Director for review prior to submission to the Board members.

C. SCHEDULING AND PROTOCOL OF FINAL HEARINGS

1. If notice of the decision to proceed is received by the Director at least seven (7) days prior to the next scheduled hearings, the case shall be placed on that hearings agenda.
2. The regulations and protocol of parole hearings shall apply to all final rescission/revocation hearings. The Hearing Officer and/or designated parole staff shall be the designated party for presentation and processing of information.
3. The Board may consider the seriousness of the offense upon which rescission/revocation is based and the overall conduct of the juvenile in the community during time served on parole to make a determination for an earlier review and or a deduction in time to be served according to guidelines.

D. NOTICE OF FINAL DISPOSITION AND APPEAL RIGHTS

1. Within one (1) day of the final rescission/revocation hearing the juvenile and parents/guardians shall be notified of the Board's disposition of the hearing. The Hearing Officer and/or designated parole staff shall notify the juvenile of his/her guidelines and the right to appeal the Board's decision (See Exhibit P-13) and obtain the juvenile's appropriate acknowledgement (See Exhibit P-3 or P-4).
2. Within three (3) days of such hearing the juvenile, parents/guardians and DJJ classification staff shall be provided a copy of the Order of Rescission/Revocation of Conditional Release (**Exhibit R-5**) or Order of Continuation (**Exhibit R-6**) as applicable.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

PURPOSE: To develop a notification system that enables victims to participate in the juvenile justice parole process and ensures appropriate efforts are made to provide restitution.

POLICY: Victims of juvenile offenders shall be provided an opportunity to participate in the parole process. When requested, victims shall be notified of parole hearings, releases, revocation/rescission hearings, requests for early termination of parole, transfers to a less restrictive treatment program identified by DMH and DDSN, and furloughs granted to offenders who have been transferred to the custody of DMH and DDSN. Victims will be assisted with monetary recovery of losses incurred as a result of the offense(s).

PROCEDURE:

I. STAFF RESPONSIBILITIES

A. INTAKE

1. Upon receipt of information that a victim has requested notification or receipt of a victim impact statement from the prosecuting agency, VAP staff will open an active file on the victim(s).
2. Within five (5) working days of the receipt of a request for notification services, VAP staff will correspond with the victim(s) in writing advising of available services (**Exhibit V-3**).
3. The Victim Assistance Program (VAP) staff will work closely with DJJ staff and/or the prosecuting agency to secure identity, address and phone number of victim(s).
4. An administrative grid will be maintained on all active files reflecting information concerning the juvenile and notifications provided to the victim(s). This grid will be audited periodically by the VAP Coordinator and Director.

B. QUARTERLY REPORTING

VAP staff shall ensure that victims requesting notification receive appropriate assistance in providing initial and updated information for the Board's review and have the opportunity to provide a written or recorded statement, or appear in person or by videoconference.

C. CONFLICT OF INTEREST

The VAP Coordinator shall notify the Director of any apparent or potential conflict of interest that may exist. If the Director determines a real or potential conflict exists, the case shall be reassigned.

Submitted by: _____

Director of Parole

Date

Approved by: _____

Chairperson

Date

STATE OF SOUTH CAROLINA BOARD OF JUVENILE PAROLE	VICTIM ASSISTANCE
	Page: 2 of 4

II. NOTIFICATIONS DURING JUVENILE'S COMMITMENT

Upon receipt of request for notification of services, VAP staff will notify victims of parole hearings, transfers and passes/furloughs of applicable subclass cases (Exhibit V-4).

A. PAROLE HEARINGS

1. The victim(s) will be notified at least thirty (30) days prior to the offender's parole hearing review(s) or immediately if an offender's case is to be reviewed at any time other than the originally scheduled review dates and given the opportunity to provide a written or recorded statement, or appear in person or by videoconference. The victim(s) will be notified of the Board's releases within two (2) days following the hearing and all other action no later than Friday of the Board week.

B. TRANSFERS AND PLACEMENT CHANGES ON SUBCLASS JUVENILES

1. When subclass juveniles are deemed eligible for transfer to a DMH or DDSN facility or their designated contract provider for treatment purposes, DJJ staff notifies the victim of this transfer and forwards a copy to VAP. Based upon information received from the state agency or facility to which the subclass juvenile has transferred, VAP staff will notify the victim(s) of any subsequent changes in placement authorized by that state agency, DMH or DDSN, or designated contract provider.
2. Subclass juveniles who have transferred to another facility or designated contract provider for treatment purposes may be deemed eligible for passes/furloughs into the community. Based upon information received from the treatment facility, VAP staff will notify the victim(s) of such passes/furloughs.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

III. NOTIFICATIONS FOLLOWING JUVENILE'S RELEASE

VAP staff will provide continuous written notification to the victim(s) when a revocation/rescission hearing or request for early parole termination hearing has been scheduled for the juvenile. The victim(s) will be notified of the Board's action within two (2) days following the hearing. **(Exhibit V-3R)**.

A. REVOCATION/RESCISSION HEARINGS

The Hearing Officer conducts a preliminary hearing when it has been alleged that a juvenile has violated parole (See Exhibit R-1). If probable cause is found, VAP staff will notify the victim(s) of the revocation/rescission hearing within two (2) days.

B. EARLY TERMINATION OF PAROLE

Requests for early termination of a juvenile's parole may be submitted for the Board's approval by the aftercare provider, juvenile or other interested party (See Exhibit P-16). Within two (2) days of receipt of such a request, VAP staff will notify victim(s) of the hearing scheduled on the request.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

IV. RESTITUTION**A. RESTITUTION AS A CONDITION OF RELEASE**

Information will be reported to the Board by the Parole Examiner or the VAP staff when appropriate documentation of monetary loss has been provided by the victim(s). The Board may order restitution as a special condition of release.

B. FAILURE TO SATISFY RESTITUTION

While the duration of parole is established in accordance with the category of the committing offense, no parole term shall expire prior to the twenty-first (21st) birthday if the restitution requirements, both monetary and community service, have not been satisfied, unless otherwise authorized by the Board. If the period of parole is automatically extended because all restitution has not been completed, the parole term will expire upon completion of the total restitution requirement.

Submitted by: _____
Director of Parole Date

Approved by: _____
Chairperson Date

SOUTH CAROLINA BOARD OF JUVENILE PAROLE

DJJ INSTITUTION REPORT FOR THE MONTH OF: _____

Juvenile: _____

JJMS: _____

Social Worker: _____

Institution: _____

INSTRUCTIONS: This report may be handwritten if legible, otherwise it must be typed. **DO NOT LEAVE ANY QUESTIONS BLANK.** If an answer demands an explanation or description, you must complete that portion. You are not limited by the space allocated in the narrative sections, use the back of the page or additional paper, if necessary. If a question is not applicable, please insert N/A and explain.

I. Juvenile:

A. Is there a history of substance use or abuse? YES ☐ NO ☐
If yes, explain.

B. Are there significant health issues? YES ☐ NO ☐
If yes, explain.

C. Are there any serious psychological/emotional issues? YES ☐ NO ☐
If yes, explain.

D. Are other agencies involved with this juvenile? YES ☐ NO ☐
If yes, explain.

E. Is juvenile currently on medications? YES ☐ NO ☐
If yes, what are they?

F. Is juvenile compliant with taking medication? YES ☐ NO ☐
If no, explain.

G. Are there any unusual family dynamics? YES ☐ NO ☐
If yes, explain.

H. Is juvenile lacking in his/her family support system? YES ☐ NO ☐
If yes, explain.

II. Institutional Progress and Adjustment

A. Treatment Goals:

1. Goal:

Progress:

2. Goal:

Progress:

3. Goal:

Progress:

4. Goal:

Progress:

B. Strengths and Accomplishments (i.e. leadership skills, special program participation, awards, honors):

C. Behavioral Adjustment Summary (Describe behavior over the last reporting period):

1. For major incidents, please note the date, offense, description and action taken:

DATE

OFFENSE/DESCRIPTION

ACTION TAKEN

2. Summary and explanation of minor infractions:

III. Institutional Release Plans:

A. What special treatment services do you recommend for juvenile upon release?

B. What special conditions do you recommend for successful parole?

IV. Recommendation Summary:

A. Do you recommend release?

YES ☐

NO ☐

If **yes**, check one: Conditional Release ☐ Unconditional Release ☐

B. Rationale:

Type Reporter's Name/Title/Date

Type Supervisor's Name/Title/Date

Signature: _____

Signature: _____

SOUTH CAROLINA BOARD OF JUVENILE PAROLE

DJJ EDUCATION REPORT FOR THE MONTH OF: _____

Juvenile: _____ JJMS: _____

Guidance Counselor: _____ School: _____ Grade: _____

INSTRUCTIONS: This report may be handwritten if legible, otherwise it must be typed. DO NOT LEAVE ANY QUESTION BLANK. If an answer demands an explanation, you must complete that portion. You are not limited by the space allocated in the narrative sections, use the back of the page or additional paper, if necessary. If a question is not applicable, please insert N/A and explain.

I. Educational Information:

A. Type of curriculum (please check appropriate box):

☐ GED (projected test date: _____) ☐ Certificate Track

☐ Diploma (# of units earned: _____) ☐ Middle School

B. Is the juvenile enrolled in Special Ed? YES ☐ NO ☐
If yes, check category: (please check appropriate box):

☐ Emotionally Disabled ☐ Learning Disabled ☐ Educable Mentally Disabled

☐ Speech ☐ Other Health Impaired ☐ Other: _____

C. Is juvenile in psychoeducational classes. YES ☐ NO ☐

If yes, projected date of completion is _____.

Attach supplemental report.

D. Does juvenile have a 504 plan? YES ☐ NO ☐

If yes, provide detailed information:

E. Special Programs/Accomplishments/Awards (i. e. JROTC, Honor Roll, etc.):

II. Educational Considerations for Parole:

A. Academic performance/Classroom behaviors:

B. What are current educational plans for juvenile upon release?

III. Recommendation Summary:

A. Do you recommend release?

YES ☐

NO ☐

If **yes**, check one: Conditional Release ☐

Unconditional Release ☐

B. Rationale:

Type Reporter's Name/Title/Date

Type Supervisor's Name/Title/Date

Signature: _____

Signature: _____

Attachments:

☐ JROTC

☐ SOTP

☐ Omega

☐ CIS

☐ Report Card

☐ Activity Tracker

☐ Teacher Comment Reports

☐ Other _____

SOUTH CAROLINA BOARD OF JUVENILE PAROLE

DJJ COMMUNITY REPORT FOR THE MONTH OF: _____

Juvenile: _____ JJMS: _____

Community Specialist: _____ County: _____

INSTRUCTIONS: This report may be handwritten if legible, otherwise it must be typed. **DO NOT LEAVE ANY QUESTION BLANK.** If an answer demands an explanation or description, you must complete that portion. You are not limited by the space allocated in the narrative sections, use the back of the page or additional paper, if necessary. If a question is not applicable, please insert N/A and explain.

I. Community Issues for Consideration

A. Legal Issues:

1. Does the juveniles have pending or new charges? YES ☐ NO ☐
If yes, list:

2. Are there any detainers on this juvenile? YES ☐ NO ☐
If yes, attach a copy.

B. Community Input: (Describe the position of law enforcement, court officials, schools, victims and other citizens with regard to possible release of this juvenile.)

II. Family Dynamics

A. Does DSS/MTS have custody? YES ☐ NO ☐
If yes, give name and address of caseworker:

B. Name of Parent/Legal Guardian:
Home address:
Telephone number:

C. List dates/types of contacts with parent/guardian:

D. List members of household, relationship and ages:

E. Is the victim(s) in the home? YES ☐ NO ☐

F. Does the juvenile have child/children? YES ☐ NO ☐

G. Is there parental and/or additional family support? YES ☐ NO ☐

H. Do any household members have substance abuse and/or mental health issues? YES ☐ NO ☐

If yes, describe:

I. Describe in detail other relevant family information:

III. Please list your suggestions for Special Conditions:

IV. Recommendation Summary:

A. Do you recommend release? YES ☐ NO ☐

If yes, check one: Conditional Release ☐ Unconditional Release ☐

B. Rationale:

Type Reporter's Name/Title/Date

Type Supervisor's Name/Title/Date

Signature: _____

Signature: _____

Appendix B

DJJ Policy A-5.1, Juvenile Parole – Release Authority Process with Related Forms

STATE OF SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
POLICY AND PROCEDURES

Authority: Legal Office	Policy No.: A-5.1	Page: 1 of 20
Title: Juvenile Parole – Release Authority Process		
Related Statutes/Regulations:	South Carolina Code of Laws Section 20-7-8303	
August 10, 2012 Effective Date	SIGNED/ <i>Margaret H. Barber</i> Margaret H. Barber Director	

POLICY: The Department of Juvenile Justice (DJJ) employees will manage and decide the parole release of juveniles committed to DJJ on an indeterminate commitment occurring on or after April 1, 2007 for misdemeanor offenses (excluding assault with intent to kill and assault and battery of a high and aggravated nature), probation violation for misdemeanor offenses (excluding assault with intent to kill and assault and battery of a high and aggravated nature), the offenses of incorrigibility and runaway, and for probation violation/contempt of court commitments for the offenses of incorrigibility, runaway, or truancy.

PROCEDURAL GUIDELINES:

A. Paroling and Case Management Authorities

The DJJ Release Authority has responsibility to manage those juvenile parole cases within their legislatively assigned responsibilities.

1. The DJJ Release Authority handles juvenile cases, as follows:

- a. Juveniles committed by the Family Court on an indeterminate commitment for misdemeanor and status offenses.
- b. Probation violation for misdemeanor offenses.
- c. Probation violation/contempt of court commitments for the offenses of incorrigibility, runaway, or truancy.
- d. Parole revocation for juveniles in which the DJJ Release Authority granted parole.

2. The Board of Juvenile Parole handles juvenile cases, as follows:

- a. Juveniles committed by the Family Court on an indeterminate commitment for a felony offense.
- b. Probation violation for a felony offense.

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- c. Parole revocation for the cases in which the Board of Juvenile Parole granted parole.

B. The DJJ Office of Release Authority

The DJJ parole release process is referred to as the DJJ Release Authority and is managed by the DJJ Release Authority Manager. The Release Authority is located in the Legal Office with the Release Authority Manager, under the supervision of the DJJ Associate Deputy for Legal Services.

1. The DJJ Legal Office staff will supervise the Release Authority Manager and Release Authority process, and be available to the Release Authority Panel for policy formulation.
2. The DJJ Release Authority Manager will:
 - a. Coordinate, schedule, make notifications, and ensure parole reviews and hearings for the Release Authority.
 - b. Present juvenile cases to the Release Authority Panel, ensuring that information is current and accurate.
 - c. Conduct parole and parole rescission and revocation hearings with the Release Authority Panel.
 - d. Decide requests for change of a juvenile's parole status and/or parole conditions.
 - e. Decide requests for parole revocation hearings, including the arrest and/or detainment of juveniles.
 - f. Ensure that decisions and orders of the Release Authority Panel are executed by the appropriate persons.
 - g. Supervise and provide training for employees involved with Release Authority.
 - h. Represent the Release Authority at meetings and other functions.
3. The DJJ Release Authority Coordinator will:
 - a. Compute juvenile parole guidelines.
 - b. Maintain a database that tracks and projects each juvenile's review, hearing schedule, and results.

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- c. Coordinate and maintain the pending placement caseload until placement is secured and the conditional release is finalized.
- d. Collect statistical data.
- e. Prepare and distribute required forms and documents.

C. Research

DJJ will permit research of the releasing authority process consistent with State law and DJJ Policy I-2.5, Research Approval, Implementation, and Monitoring. Research results will be disseminated only to authorized persons from a controlled distribution list.

D. Database

The DJJ Release Authority Coordinator will maintain the parole database, which reflects the juvenile's name, DJJ number, county, date of commitment, committing offense(s), parole guidelines, schedule of parole reviews and hearings, and results of reviews and hearings. Juveniles committed for revocation of parole will appear on the database and be scheduled for reviews using the date arrest/pick-up date as the date of re-commitment. The Release Authority Coordinator will prepare the review/hearings parole list from the database.

E. Public and Media Relations

The DJJ Release Authority Manager will assist the DJJ Public Affairs Coordinator with media information concerning the release process, subject to and consistent with the confidentiality and freedom of information laws of the State.

F. Victim Notifications

The DJJ Victims Services Coordinator will notify victims of juvenile's parole reviews/hearings and parole revocation hearing dates and times, and their transfer/placement and release, if a victim has requested to be so notified, consistent with State law and DJJ Policy F-2.2, Victim Services. The Victim Services Coordinator will assist the Release Authority Manager to coordinate victims' appearances at parole hearings before the Release Authority Panel.

G. DJJ Release Authority Panel

1. The DJJ Release Authority Panel is comprised of DJJ employees that are at the Senior Manager level within DJJ, have been recommended to serve by their respective Deputy Director, and approved by the DJJ Director. The members will rotate serving as members on a scheduled basis. The Release Authority Manager will ensure diversity in the selection of Panel members.

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2. The DJJ Release Authority Manager will provide initial and periodic training in the Release Authority process to Release Authority Panel members.
3. Release Authority Panel members will be responsible for:
 - a. The careful review of each juvenile's case prior to the scheduled review/hearing.
 - b. Attending scheduled reviews and hearings. If circumstances prohibit his/her attendance, the Release Authority Panel member will notify the Release Authority Manager as soon as possible when learning of a scheduling conflict.
 - c. Deciding all matters of conditional, temporary and unconditional releases, and revocations.
 - d. Attending meetings with Release Authority staff to ensure effective communication on all matters relating to the operation of the parole process.

H. Parole Guidelines

The Release Authority uses parole guidelines ranges established according to the specific offense and its assigned category. The Release Authority Manager and General Counsel will periodically review and modify parole guidelines, as circumstances warrant.

1. Offense Categories

Each offense is assigned to a category, and can be located in JJMS. If the category of an offense is not clear or has not been determined, the Release Authority Manager and General Counsel will establish the appropriate category.

2. Parole Guidelines Ranges

Guidelines ranges are established for each category as set forth in the Juvenile Parole Guidelines and Orientation (Form A-5.1A).

3. Commitment Date

The date that the Family Court Judge executes the commitment order is the commitment date, unless the judge allows the juvenile to begin his/her commitment on a subsequent date specified by the court. In such a case, the subsequent date will be the commitment date. Guidelines commence on the date of commitment, except in cases in which a juvenile receives Pre-Dispositional Confinement Credit. Pre-Dispositional Confinement credit will be awarded on a

day-for-day basis. The number of pre-dispositional confinement days awarded will be subtracted from the commitment date, resulting in the adjusted date of commitment.

4. Computation and Conversion Score

The Release Authority Coordinator will prepare the Juvenile Parole Guidelines and Orientation (Form A-5.1A) upon receipt of the juvenile's court order(s) to place the juvenile in the appropriate parole guidelines range. The Release Authority Manager will verify the accuracy of the parole guidelines computation.

5. Re-Calculation of Parole Guidelines and Ranges

a. Adjudication for Pending and Subsequent Offenses

Parole guidelines will be re-calculated when a committed juvenile is adjudicated for a pending or subsequent offense. A pending offense is an offense that was committed prior to the juvenile's current commitment and is disposed of by the Family Court during the current commitment. A subsequent offense is an offense committed during the juvenile's current commitment and disposed of by the Family Court during the juvenile's current commitment. An indeterminate commitment for pending or subsequent offenses may result in a change concerning whether the DJJ Release Authority or Board of Juvenile Parole is the releasing authority. A determinate commitment, irrespective of the offense will not change which entity is the releasing authority.

b. Concurrent Determinate Sentence: Guidelines are re-calculated when a juvenile who is currently committed and is adjudicated for a pending or subsequent offense during the juvenile's commitment resulting in a concurrent determinate sentence. However, the offense is scored as an associated adjudication and the date of commitment does not change.

c. Consecutive Determinate Sentence: Guidelines are not re-calculated when a juvenile who is currently committed and is adjudicated for a pending or subsequent offense during the juvenile's current commitment resulting in a consecutive determinate sentence. The offense is not scored because it does not affect the juvenile's parole guidelines.

d. Violation of Probation: Guidelines for violation of probation will be calculated using the category of crime committed and the range will be computed in the same manner as Section G 1-4 above.

e. Violation of Parole: Guidelines for violation of parole will be calculated using the original offense. The Release Authority Manager will consult

with the County Case Manager and will present a recommendation of a guideline range to the Release Authority Panel at the juvenile's revocation hearing. The Release Authority Panel will consider the category of offense for which the juvenile was originally committed, the particular condition(s) violated, and the seriousness of those violations. The Panel may adjust guidelines downward if they determine that the reason for revocation does not require full reinstatement of the juvenile's original guidelines. The Release Authority Panel will establish the guidelines at the revocation hearing. Guidelines for violation of parole will be established in one of the following ranges: 1 - 3 months; 2 - 5 months; or 5 - 10 months.

I. Release Authority Panel Reviews and Parole Hearings

1. Parole Reviews

Parole Reviews involve the administrative review of the juvenile's parole reports and supporting documentation that reflect his/her conduct and progress toward his/her treatment goals. Only the Release Authority Manager and the scheduled Release Authority Panel members will be present. The Panel may grant a juvenile release at this type of review.

2. Parole Hearings

Parole Hearings involve reviewing the juvenile's parole reports and supporting documentation that reflect his/her conduct and progress toward his/her treatment goals and allows for the following rights:

- a. A juvenile has the right to appear at the hearing.
- b. A juvenile has the right to provide testimony and documentation in support of release.
- c. A juvenile has the right to representation (including appointed counsel).
- d. The juvenile's parents/guardians have a right to appear.
- e. Victims will have the right to appear or have their statement read.

3. Parole Reviews/Hearings Schedule

Releasing Authority Reviews/Hearings will be held according to a standard schedule, with juveniles actually released within one week of each hearing, usually on the Monday following each hearing.

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4. Frequency of a Juvenile's Parole Reviews/Hearings

The frequency of reviews/hearings is indicated on the DJJ Schedule of Release Authority Parole Reviews and Hearings (Attachment A-5.1B). Juveniles under the Release Authority who have transferred to other state agencies for services will continue to be reviewed/have hearing in accordance with the schedule until the juvenile is released or reaches 21 years of age, whichever first occurs.

6. Special Parole Review

A special review is a review of a juvenile's case by the Release Authority Panel any time other than the juvenile's scheduled review cycle. The Release Authority Manager will handle special review requests.

7. Early Parole Review

A juvenile who has completed his/her treatment goals and has an overall exemplary adjustment within the facility may be recommended for early parole consideration by the Facility Multidisciplinary Team or the Community Residential Program Manager prior to reaching his/her minimum parole guideline date. If recommended, the Facility Social Worker/Lead Clinician will submit a written request to the Release Authority Manager to present the juvenile's case to the Release Authority Panel at their next scheduled meeting.

J. Juvenile Parole Reports

1. Juvenile Initial Parole Report: The DJJ County Case Manager assigned to supervise the juvenile will submit the Juvenile Initial Parole Report (Form A-5.1B) to the DJJ Release Authority Coordinator within 5 working days after the juvenile's commitment to DJJ.
2. Juvenile Facility Parole Report/Juvenile Facility Parole Report Update: The Release Authority Coordinator will request juvenile parole reports/updates and photocopies of supporting documentation from appropriate persons via electronic mail. The Social Worker/Clinician, Guidance Counselor/Education Employee, and the DJJ County Case Manager will complete their portion of the Juvenile Parole Report (Form A-5.1C, sections 1, 2, and 3) or Juvenile Parole Report Update (Form A-5.1D) and submit it to the Release Authority Coordinator no later than 10 days prior to the juvenile's scheduled parole review/hearing date. This responsibility shifts to contracted Community Residential Program (CRP), the South Carolina Department of Corrections (SCDC), the South Carolina Department of Mental Health (DMH), the South Carolina Department of Disabilities and Special Needs (DDSN), or any other agency to which an indeterminately committed juvenile may have transferred, who will prepare and submit the Juvenile Parole Report (CRP, SCDC, DMH, DDSN) (Form A-5.1E).

3. Juvenile Parole Report Summary: The DJJ Release Authority Manager will complete the Juvenile Parole Report Summary (Form A-5.1F).

K. Notifications of Parole Hearings

The Release Authority Coordinator will notify appropriate persons at least 15 days prior to a juvenile's scheduled parole hearing.

1. The Release Authority Coordinator will prepare the Juvenile Notification of Parole Review/Hearing (Form A-5.1G) and forward to the proper employee at the juvenile's facility with a request that the employee review the document with the juvenile, obtain his/her signature, and return to the Release Authority Coordinator.
2. The Release Authority Coordinator will forward a photocopy to the juvenile's parents/guardians.
3. The Release Authority Coordinator will email the listing of the impending parole hearing to:
 - a. Each responsible Facility Manager.
 - b. The Victims Services Coordinator.
 - c. The juvenile's assigned Social Worker/Clinician.
 - d. Each Release Authority Panel Member.

L. Monitoring the Juvenile's Case

The Social Worker/Clinician will review the juvenile's record within 5 days of the scheduled hearing and inform the DJJ Release Authority Manager of any changes or updates that may impact the juvenile's parole hearing.

M. Parole Hearings

1. Security of Parole Hearings

Rehabilitative Services security is responsible for coordinating and managing the security of parole hearings, and for supervising the juveniles at parole hearings.

- a. The Division of Rehabilitative Services will provide appropriate security staff to monitor and assist with parole hearings.

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- b. The Release Authority Coordinator will make appropriate notifications to the DJJ Front Gate Officers concerning admittance to parole hearings.
- c. To protect the confidentiality of the juvenile's records, all hearings are considered closed to the public unless otherwise opened upon the authorization of the DJJ Legal Office.
- e. During the hearings, there will be no recording devices allowed by anyone other than parole staff. Cameras will not be allowed at any time.
- f. All persons entering DJJ secure grounds/facilities for parole hearings are subject to DJJ policies regarding contraband, search, etc.

2. Appearances at Parole Hearings

- a. Each individual facility will be responsible for transporting juveniles to their parole hearings.
- b. A juvenile may personally appear at his/her Release Authority Panel parole hearing, except as indicated below, or may waive appearing. A juvenile physically in a Special Management Unit (SMU) will not attend the parole hearing if the juvenile has been found/plead guilty for a disciplinary infraction and is serving confinement time. A juvenile physically in a Special Management Unit may attend the parole hearing if he/she is pending a disciplinary review hearing. A juvenile not physically in a Special Management Unit but pending disciplinary action should be dealt with prior to the parole hearing by the Facility Disciplinary Officer. Unless the administrative investigation into the event cannot be resolved in time prior to the parole hearing, the Facility Disciplinary Officer will impose consequences or dismiss charges prior to the parole hearing. If this cannot be accomplished, the Panel will be informed of the pending investigation and of the reason that the matter was not resolved prior to the juvenile's hearing.
- c. Presence of Other Persons at Hearings

The juvenile's parents/guardians, attorney, and victims may appear at the juvenile's Panel parole hearing. Employees may request to appear, however, employees must receive approval from their supervisor and the Release Authority Manager in order to attend. All other persons must be pre-approved by the Release Authority Manager. The victims will be kept separated from the juvenile and his/her family while awaiting hearing appearances. Victims who wish to appear before the Panel will be escorted to the hearing room in a manner that will cause the least possibility of confrontation with the juvenile. Parole cases that involve victims will be

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heard on a priority basis and to the extent that is practical, at a time convenient to the victim.

3. Conducting and Recording of Reviews/Hearings

The parole reviews/hearings will be conducted in a formal manner and the DJJ Release Authority Manager will preside.

4. Confidentiality

- a. Information obtained during parole hearings will not be disclosed or discussed directly or indirectly with anyone other than the members and staff of the DJJ Release Authority, and when necessary and appropriate, other DJJ staff.
- b. Inquiries about an individual parole hearing will be referred to the Release Authority Manager.
- c. Information concerning victims of juvenile crime is confidential and will be treated with the utmost care to ensure that such information is not disseminated to anyone other than the Panel members and Releasing Authority employees and, when necessary and appropriate, agents of other victim services programs and other agency staff.

5. Conflict of Interest/Abstention of Release Authority Panel Member

A Release Authority Panel member must disqualify him/herself from the hearing if he/she has a personal involvement in the case, has an interest in the case which would effect his/her objectivity, or could in any way benefit from the outcome of a case. Each Release Authority Panel member is responsible to raise the issue of his/her disqualification and will indicate such conflict to the DJJ Release Authority Manager prior to the hearing. The Release Authority Manager will replace the member with a different member to complete the panel. The record of the hearing will reflect the abstention and replacement.

6. Attorneys

Juveniles are permitted to have legal representation when appearing for a parole or revocation hearing. The juvenile or the juvenile's family, acting on the juvenile's behalf, may retain and pay for the services of an attorney. Funds are allocated to contract for legal assistance for juveniles who desire this service and cannot personally afford the assistance.

7. Limitations

- a. All persons will limit their remarks to 10 minutes, unless otherwise approved by the Panel.
- b. The Release Authority Manager has the authority to limit appearances and/or exclude any individual from a parole hearing to ensure security and an orderly parole process. The Release Authority Panel will permit appearances by counsel and other representatives of a juvenile, but may limit the duration and scope of such presentations. In lieu of or in conjunction with, any oral presentations, the Panel may require any person to present written statements to the Panel.
- c. Individuals are not to participate in the hearing proceedings unless addressed by a member of the Release Authority Panel. The Release Authority Panel may request that any or all persons leave the hearing room any time during the hearing. Otherwise, persons are not permitted to enter or leave the hearing room during a case proceeding.
- d. No person appearing for or against parole of a juvenile will remain in the hearing room during deliberations of the Release Authority Panel.

N. Factors Considered in Determining Parole/Release

The Release Authority Panel will consider the interests of the juvenile, victim(s), community, and society in making parole/release decisions. The salient factors determining eligibility for release consideration include but are not limited to, behavior, history of adjudications, and progress toward treatment goals.

O. Types of Releases

The Release Authority Panel may release a juvenile prior to, during or after the parole guidelines range.

1. Conditional Release

Conditional release allows a juvenile to be released into the community under the supervision and authority of the Panel, subject to rules to be adhered to by the juvenile up to his/her twenty-first birthday. The Panel will execute the Order of Conditional Release Certificate (Form A-5.1H) upon granting a conditional release to a juvenile.

2. Temporary Release

Temporary release allows a juvenile to be released to the community or to an alternative facility, program, or placement for a specific period of time so designated by the Panel. The Panel will execute the Order of Temporary Release Certificate (Form A-5.1H) upon granting a temporary release to a juvenile. A temporary release may be granted to test the viability of the proposed placement of the juvenile or the readiness of the community/family to accept the juvenile on conditional or unconditional release, and/or to provide the juvenile the opportunity to receive an evaluation and/or treatment in a residential facility other than a long term correctional facility. Juveniles who are granted temporary release are subject to the standard rules of conditional release and other special conditions imposed by the Panel. Upon expiration of the temporary release, the juvenile will be returned to the care and custody of DJJ unless the Panel has granted the juvenile a conditional release or unconditional release. The term of temporary release will not exceed 30 days. A temporary release does not constitute parole and therefore, rights inherent in the parole process such as due process are not applicable. A written request with specific reasons for temporary release must be submitted through the Multidisciplinary Team for consideration. If recommended, the request will be forwarded to the Release Authority Manager for presentation to the Release Authority Panel.

3. Unconditional Release

Unconditional release allows a juvenile to be released into the community without being subject to supervision by DJJ or under the authority of the Panel. The Panel will execute the Order of Unconditional Release Certificate (Form A-5.1H) upon granting an unconditional release to a juvenile.

4. Conditional Release Pending Status

A juvenile may be conditionally released pending other requirements including, but not limited to, appropriate placement, residence verification, interstate compact, or program completion. The release is effective when the pending status is resolved. The Release Authority Manager will maintain cumulative lists of juveniles in pending status. If a juvenile is released on pending status and that status can not be resolved within one month following the issuance of the conditional release pending status, a Request for Change of Parole Status/Special Conditions form will be prepared by the Release Authority Manager outlining alternative options. The Release Authority Panel may deny the request or approve the request and release the juvenile, or retain the juvenile on pending status until other options are presented, or rescind the conditional release and return the juvenile to a regular review cycle.

5. Parole to Detainer and/or Hold

The Release Authority Manager will present the basis and information concerning a detainer or hold to the Panel. The Release Authority Panel may release the juvenile to the detaining authority for case disposition, or to the holding authority for confinement. The Release Authority will coordinate with Classification and County Case Managers to obtain the detaining/holding authority's intent prior to the juvenile's parole review/hearing.

6. Population Reduction Measures

Upon a determination being made by the Agency Director, that due to insufficient operational funds, personnel shortages, facility closures or other good cause or reason a situation exists which has or may lead to overcrowding, safety, security concerns or unconstitutional conditions of confinement, the Release Authority Manager, in consultation with Classification Staff, shall implement its step-down and/or release plans of committed juveniles within its jurisdictional authority, in order to reduce and/or more safely house youth housed in its residential facilities.

P. Release Authority Panel Action

1. The Release Authority Panel will discuss and vote. Two out of three Release Authority Panel members constitute a majority vote. A majority vote of those in attendance at hearings is required for parole decisions. A member of the Release Authority Panel may specifically request that his/her vote and reasons be recorded. The Release Authority Manager will make every attempt to ensure that three Release Authority Panel members are present; however, if this is not possible, the reviews/hearings will be conducted with two members.
2. In addition to the standard conditions of parole, the Release Authority Panel may establish special conditions to assist the juvenile with satisfactory adjustment and progress while under parole supervision. The Release Authority Panel will determine the juvenile's conditions of release. The Release Authority Manager will ensure that conditions are reasonable and achievable and will advise the Release Authority Panel if they are not.
3. The Release Authority Panel may enforce participation in community service work and payment of monetary restitution ordered by the court, or order the juvenile to participate in community service work established or approved by DJJ. The Release Authority Panel cannot order monetary restitution. Community service hours may be substituted for all or a portion of monetary restitution ordered by the court at the rate of \$5.15 per hour. The Panel will not order full payment of restitution in addition to community service hours.

Q. Juvenile's Agreement to Conditions of Release

Each juvenile granted parole or temporary release will be given a list of standard conditions and applicable special conditions of parole or temporary release, documented on the Juvenile Parole Agreement (Form A-5.1I). Conditions will be fully explained to the juvenile. If requested by the juvenile, the DJJ Release Authority Manager will communicate any concerns of the juvenile to the Release Authority Panel.

R. Parole Hearing Results

The Release Authority Coordinator will complete the Juvenile Parole Report Summary (Form A-5.1F), documenting the Release Authority Panel's actions, decisions, and results. The Release Authority Manager will verify and confirm the summary. The Release Authority Coordinator will prepare the Order of Release Certificate (Form A-5.1H) or the Rationale for Parole Denial (Form A-5.1J) and review with the juvenile. In the event that the Release Authority Coordinator is unable to review the document with the juvenile following the parole hearing, the Social Worker/Facility Manager will review the Order of Release Certificate (Form A-5.1H) and Juvenile Parole Agreement (Form A-5.1I), have him/her sign the documents, and return a copy of each to the Release Authority Coordinator. The Social Worker will forward the originals to Facility Operations to give to the juvenile upon his/her physical release from the facility. If parole is denied, the Facility Social Worker will review the specific reasons why and will assist the juvenile to develop a plan to address those reasons.

S. Release of Juvenile

A juvenile being granted parole release will be physically released from DJJ in compliance with DJJ Policy E-1.11, Release of Juveniles from DJJ Facilities.

T. Commencement, Duration, and Termination of Parole

1. Parole will commence on the date granted release, as noted on the Order of Release Certificate.
2. When a juvenile is conditionally released by the Release Authority Panel but has the remainder of a determinate sentence which must be served, the term of parole for the release from the indeterminate commitment will not commence until the day the juvenile is released from the determinate commitment, unless the Release Authority Panel orders otherwise.
3. The Release Authority Panel will specify the duration of parole and note this period of time on the juvenile's Order of Release Certificate. Should the Release Authority Panel fail to specify the duration of parole and note this on the release certificate, the term of parole termination will be upon either the juvenile's 21st birthday, or in accordance with the following schedule, whichever comes first:

Categories VI and V	3 months
Categories IV and III	6 months
Category II	12 months

4. Expirations of parole terms, including statutory expiration, will be entered in the DJJ Management Information System by designated staff.

U. Request for Change of Parole Status or Modifications to Special Conditions

1. The County Case Manager, with the approval of his/her County Director, may request that the Panel consider an early termination or an extension of the juvenile's parole or a modification of parole conditions based upon salient factors, provided the request is received by the Release Authority Manager prior to the juvenile's parole termination date. The paroled juvenile, through the County Case Manager, may request that the Release Authority Panel consider an early termination.
2. The County Case Manager will prepare the Request for Change of Parole Status/Special Conditions (Form A-5.1K) and submit it to the Release Authority Manager. The Release Authority Manager will present the request to the Panel for consideration at the next scheduled hearing.
3. The Release Authority Manager will document the Release Authority Panel's decision and justification on the Request for Change of Parole Status/Special Conditions (Form A-5.1K). If the Panel approves the request, the Release Authority Manager will prepare the Amendment to Order of Conditional Release (Form A-5.1L) and forward it to the County Case Manager.
4. The County Case Manager will read and explain the amendments to the juvenile and have the juvenile verify his/her understanding of the amendment. The County Case Manager will give the juvenile the original document, keep a file copy, and return a copy to the Release Authority Manager. The original copy will remain a part of the juvenile's parole record for the duration of parole.

V. Parole Rescission Procedures

1. A juvenile's parole may be rescinded by the Release Authority Manager if, prior to the juvenile's physical release from the facility, circumstances necessitate such action. The facility staff will immediately contact the Release Authority Manager when:
 - a. Information arises that was not available to the Release Authority Panel for consideration at the time of the juvenile's parole review/hearing (e.g., a detainer/hold).

- b. The juvenile displays significant misconduct/misbehavior while awaiting release.
 - c. Other information or circumstances arise that may impact the parole decision.
- 2. If the Release Authority Manager decides that sufficient justification exists to temporarily rescind the Panel's decision to parole the juvenile, the Release Authority Manager will rescind the juvenile's parole and will notify the Facility Manager in writing. The Release Authority Manager will place the juvenile's case before the next scheduled Panel review/hearing. If the juvenile's parole is approved, the Release Authority Manager will process the juvenile for parole release. If the juvenile's parole is affirmed as rescinded, the Release Authority Manager will prepare a memorandum to the juvenile rescinding his/her parole and distribute it to the proper employees.

W. Parole Revocation Procedures

A juvenile's parole may be revoked for violations of standard or special conditions established by the Release Authority Panel.

- 1. The juvenile has the following rights concerning the revocation hearing:
 - a. A juvenile has the right to appear at the hearing.
 - b. A juvenile has the right to provide testimony and documentation concerning the alleged violations.
 - c. A juvenile has the right to representation (including appointed counsel).
 - d. The juvenile's parents/guardians have a right to appear.
 - e. Victims will have the right to appear or have their statement read.
- 2. The County Case Manager will document a juvenile's violation(s) of conditions of parole and discuss the matter with his/her DJJ supervisor/County Director. If the decision is made to recommend proceeding with a request for a revocation hearing, the County Case Manager will contact the Release Authority Manager.
- 3. The Release Authority Manager will determine whether probable cause/sufficient justification exists to believe that a juvenile has violated conditions, and if appropriate graduated responses were attempted by the County Case Manager prior to requesting the revocation of parole.

4. Generally, authorization to seek the revocation of the juvenile will be approved if repeated violations of the juvenile's conditional release have occurred and all appropriate graduated sanctions available in that community have been tried and proven to be unsuccessful. Generally, arrest and detention will be approved when there is sufficient reason to believe that serious or repeated violations of the conditions of release pose a threat to the safety and welfare of the public or the juvenile. When parole violation charges are based upon the alleged commission of a new crime, a parole violation warrant will not generally be issued for purposes of detaining the juvenile unless there exists reason to believe that the juvenile's presence imposes an unreasonable risk to public safety or the safety of the juvenile and other means of detention are unavailable.
5. If the Release Authority Manager determines that the case is not appropriate for a parole revocation hearing, he/she will document his/her decision and justification, forward a copy to the County Case Manager, and retain a copy in the juvenile's parole record.
6. If the Release Authority Manager determines that the case is appropriate for the Release Authority Panel to review, he/she will request the County Case Manager complete and submit the Request for Parole Revocation Hearing (Form A-5.1M) to initiate the revocation process. The Release Authority Manager will further advise the County Case Manager, as follows:
 - a. If the circumstances do not warrant the juvenile being taken into custody, the Release Authority Manager will prepare the Juvenile Notification of Parole Revocation Hearing (Form A-5.1N) and forward it to the County Case Manager to serve to the juvenile. The County Case Manager will serve the document to the juvenile. The County Case Manager will meet with the juvenile, review the notification form, answer questions the juvenile may have regarding the process, explain to the juvenile his/her rights, and obtain the juvenile's signature. The County Case Manager will encourage the juvenile to attend his/her parole revocation hearing.
 - b. If the circumstances warrant the juvenile being taken into custody and detained, the Release Authority Manager will advise the County Case Manager to issue a Parole Violation Arrest Warrant (Form F-9.1A). The Release Authority Manager will prepare the Juvenile Notification of Parole Revocation Hearing (Form A-5.1N). The County Case Manager will advise the Release Authority Manager upon the juvenile being placed in a detention facility. A DJJ employee will meet with the juvenile as soon as possible, but within two work days of the juvenile's detentionment.
 - 1) For juveniles detained at the DJJ Detention Center, the Release Authority Manager will meet with the juvenile.

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- 2) For juveniles detained at local detention centers, the County Case Manager will be requested to meet with the juvenile.

The DJJ employee meeting with the juvenile will review the notification, answer questions the juvenile may have regarding the process, explain to the juvenile his/her rights, and obtain the juvenile's signature on the Juvenile Notice of Revocation Hearing.

- c. The original, signed Juvenile Notification of Parole Revocation Hearing will be returned to the Release Authority Manager. The Release Authority Manager will forward a photocopy to the DJJ Victims Services Coordinator. The employee serving the document will provide a photocopy to the juvenile, his/her parents/guardians, and the County Case Manager (if the employee serving is not the County Case Manager).
7. If the juvenile is notified of a parole revocation hearing, but not detained, the Release Authority Manager will present the case at the next scheduled Release Authority Panel hearing. If the juvenile has been picked-up and detained, the Release Authority Manager will schedule the parole revocation hearing for the next scheduled Release Authority Panel hearings.

X. Parole Revocation Hearings

1. The protocol of parole hearings apply to revocation hearings.
2. After the parole revocation hearing, the Release Authority Coordinator will prepare the Parole Revocation Hearing Report (Form A-5.1O) and the Release Authority Manager will verify the document.
3. The Release Authority Manager will notify the juvenile, his/her parents/guardians, and the County Case Manager of the Release Authority Panel's disposition within one day of the revocation hearing.
 - a. If the juvenile's parole is revoked, the Release Authority Panel will establish the parole guidelines. The Release Authority Manager will complete the Order of Parole Revocation (Form A-5.1P). If the juvenile's parole is not revoked, the DJJ Release Authority Manager will complete the Order of Continuation of Parole (Form A-5.1Q).
 - b. The Release Authority Manager will provide a photocopy of the appropriate Order to the juvenile, his/her parents/guardians, and the County Case Manager.
 - 1) If the juvenile's parole is revoked, but the juvenile is not in a detention facility, the Release Authority Manager will advise the

County Case Manager to issue a Parole Violation Arrest Warrant (Form F-9.1A).

- 2) If the juvenile's parole is revoked and the juvenile is in a detention facility, the Release Authority Manager will provide a photocopy of the Order of Parole Revocation (Form A-5.1P) to the detention officials and to the appropriate Evaluation Center Classification Coordinator.

Y. Juvenile Request for Reconsideration of Denial of Release or Rescission/Revocation of Parole

1. The granting or denial of parole and the rescission or revocation of parole rests with the Release Authority Panel. The juvenile, his/her parents/guardians, or his/her legal counsel on behalf of the juvenile may request reconsideration of the Panel's decision by submitting the Request for Reconsideration of Parole Decision (Form A-5.1R) or a letter explaining in detail the reason(s) for reconsideration. The Request or letter is submitted to the Release Authority Manager within 7 days of the hearing.
2. The Release Authority Manager will decide whether there exists sufficient cause to grant a hearing on the reconsideration. If a new hearing is granted, the case will be included at the next review meeting of the Release Authority Panel.
3. The Release Authority Manager will notify the juvenile in writing if sufficient cause was not found to justify a hearing.

RELATED FORMS AND ATTACHMENTS:

Attachment A-5.1B, DJJ Schedule of Releasing Authority Parole Reviews and Hearings
Form A-5.1A, Juvenile Parole Guidelines and Orientation
Form A-5.1B, Juvenile Initial Parole Report
Form A-5.1C (1), Juvenile Facility Parole Report
Form A-5.1C (2), Juvenile Educational Parole Report
Form A-5.1C (3), Juvenile County Office Parole Report
Form A-5.1C (4), Juvenile Administrative Parole Report
Form A-5.1D, Juvenile Parole Report Update
Form A-5.1E (1), Juvenile Parole Report (CRP, SCDC, DMH, DDSN)
Form A-5.1E (2), Juvenile Parole Report (Community Placement)
Form A-5.1F, Juvenile Parole Report Summary
Form A-5.1G, Juvenile Notification of Parole Review/Hearing
Form A-5.1H, Order of (Conditional, Temporary, Unconditional) Release Certificate
Form A-5.1I, Juvenile Parole Agreement
Form A-5.1J, Rationale for Parole Denial
Form A-5.1K, Request for Change of Parole Status/Special Conditions
Form A-5.1L, Amendment to Order of Conditional Release

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Form A-5.1M, Request for Parole Revocation Hearing
 Form A-5.1N, Juvenile Notification of Parole Revocation Hearing and Due Process Rights
 Form A-5.1O, Parole Revocation Hearing Report
 Form A-5.1P, Order of Parole Revocation
 Form A-5.1Q, Order of Continuation of Parole
 Form A-5.1R, Request for Reconsideration of Parole Decision
 Form F-9.1A, Parole Violation Arrest Warrant

REFERENCED POLICIES

I-2.5, Research Approval, Implementation, and Monitoring
 F-2.2, Victim Services
 E-1.11, Release of Juveniles from DJJ Facilities

SCOPE:

This policy applies to employees in Community, Educational, and Rehabilitative Services.

LOCAL PROCEDURAL GUIDE:

The DJJ Release Authority Manager will maintain a local procedural guide/training manual.

TRAINING REQUIREMENT:

Community, Educational, and Rehabilitative Services employees are required to review this policy within 30 days of its distribution.

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
DJJ Release Authority
Juvenile Facility Parole Report

Social Worker/
 Clinician
 Parole Report

	Date this juvenile is scheduled for a hearing	Complete and <u>submit</u> to the DJJ Coordinator of Releasing Authority no later than:	
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Juvenile Name:	(Last)	(First)	(MI)	JJMS#	:	Date of Birth:	
Social Worker:					Facility:		

Juvenile Information:									
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	There is a history of substance use or abuse. If yes, please explain:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	There are significant physical health and/or mental health issues. If yes, please explain:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	There are serious psychological/emotional issues. If yes, please explain:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	The juvenile is currently taking prescribed medication(s). If yes, please list medication(s) and explain the health/mental health reasons for the medication(s):			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	The juvenile is compliant with taking the prescribed medication(s). If no, please explain:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	There are unusual family dynamics. If yes, please explain:			
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NA	<input type="checkbox"/>	The juvenile is lacking in his/her family support system. If yes, please explain:			

Clinical Treatment Information:
Record the juvenile's recommended clinical treatment services, the services that were provided and not provided, the extent to which the juvenile participated and followed his/her recommended clinical treatment plan, and your comments concerning the juvenile's overall response to treatment.

Positive Adjustment Information:

Record the juvenile's strengths and documented positive behavior, participation, and accomplishments (e.g., positive behavior reports, job and life skills development, rehabilitative support services participation, other/special program participation, awards, certificates of recognition, honors, etc.). Attach photocopies of documents.

Negative Adjustment Information:

Record the juvenile's documented negative behavior (e.g., progressive discipline reports, minor rule violations, major rule violations (include the date, offense, description and action taken), etc. Attach copies of documents.

Clinical Needs upon Release:

Detail the special clinical/treatment needs and services recommended for the juvenile upon his/her release.

Recommendation:**Do you recommend release?**

☐ Yes ☐ No

If yes, check one:

☐ Conditional Release

☐ Unconditional Release

Comments:**Special Conditions of Parole:****Signatures:**

Reporter's Signature:

Date :

Title:

Telephone #:

Supervisor's Signature:

Date:

Attachments:

Juvenile Service Plans
Positive Reports
Negative Reports

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE

DJJ Release AuthorityJuvenile Educational Parole/Panel Hearing ReportEducational
Parole/ Panel
Hearing Report

	Date this juvenile is scheduled for a Panel Hearing	Complete and submit to the DJJ Coordinator of Releasing Authority no later than:	
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Juvenile Name:	(Last)	(First)	(MI)	JJMS#:		Date of Birth:	
Guidance Counselor:					School:		

Current Grade:	
----------------	--

Educational Information:

Type of curriculum (please X appropriate box):
--

<input type="checkbox"/> Diploma (# of earned units:)	<input type="checkbox"/> Certificate Track
<input type="checkbox"/> GED: Projected test date:	<input type="checkbox"/> Middle School

<input type="checkbox"/> Yes	<input type="checkbox"/> No	The juvenile is enrolled in Special Education. If yes, X the category:	
<input type="checkbox"/> Emotionally Disabled	<input type="checkbox"/> Learning Disabled	<input type="checkbox"/> Educable Mentally Disabled	
<input type="checkbox"/> Speech	<input type="checkbox"/> Other Health Impaired	<input type="checkbox"/> Other:	

<input type="checkbox"/> Yes	<input type="checkbox"/> No	The juvenile has completed or is attending SOTP psycho educational classes. If yes, note:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	The juvenile has an ADA 504 Plan. If yes, provide detailed information about accommodations:

Record the juvenile's educational, academic, career and technology strengths and weaknesses.

Record the juvenile's documented positive behavior within the school (e.g., positive behavior reports, special program participation, awards, certificates of recognition, honors, etc.). Attach photocopies of documents.(if available)

Record the juvenile's documented negative behavior within the school (e.g., progressive discipline reports, minor rule violations, in-school suspension, after-school detention, etc.) Attach photocopies of documents. (if available)

Educational Needs upon Release:

Detail the educational services recommended for the juvenile upon his/her release. Note needed accommodations, if any.

Recommendation:

Do you recommend release?

☐ Yes

☐ No

If yes, check one:

☐ Conditional Release

☐ Unconditional Release

Comments:

Special Conditions of Parole:

Signatures:

Reporter's Signature:

Date :

Title:

Telephone #:

Supervisor's Signature:

Date:

Attachments: (if available)

<input type="checkbox"/>	JROTC	<input type="checkbox"/>	Report Card	<input type="checkbox"/>	Activity Tracker	<input type="checkbox"/>	Teacher Comment Reports
<input type="checkbox"/>	SOTP	<input type="checkbox"/>	Omega	<input type="checkbox"/>	CIS	<input type="checkbox"/>	Other:

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
DJJ Release Authority
Juvenile County Office Parole Report

County Case
Manager Parole
Report

	Date this juvenile is scheduled for a hearing	Complete and <u>submit</u> to the DJJ Coordinator of Releasing Authority no later than:	
--	---	---	--

Juvenile Name:	(Last)	(First)	(MI)	JJMS#:	Date of Birth:	
County Case Manager:				County:		

Community Information:							
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Victim/Witness Notification			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Restitution	Monetary Amount:	Community Services Hours:	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Detainer/Hold/Pending Charges	Status:		

Community Input: <i>Describe the known position of the below entities with regard to the possible release of this juvenile:</i>	
Law enforcement	
Court officials	
School officials	
Victims	
Other citizen	
Other citizen	

Legal Guardianship: <i>Who will have legal guardianship of this juvenile? (Name/relationship/address/phone #s)</i>	
Name of Parent(s)/Legal Guardian(s):	
Home Address:	
Primary Telephone #:	Alternate Telephone #: (Work/Cell/Other):

Family Information: <i>List members of household, relationship, and ages:</i>		
Household Member Name	Relationship	Age

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	The victim resides in the home.
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	The juvenile has a child/children. If yes, age(s):
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	Parental and/or additional family support will be provided. If yes, explain below:
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	A household member(s) has substance abuse and/or mental health issues. If yes, explain below:

Describe in detail other relevant family information and any family concerns:

Placement plans/Information upon release:

Information that may impact the juvenile's aftercare plan:

Recommendation:

Do you recommend release?

☐ Yes ☐ No

If yes, check one:

☐ Conditional Release

☐ Unconditional Release

Comments:

Special Conditions of Parole:

Signatures:

Reporter's Signature:

Date :

Title:

Telephone #:

Supervisor's Signature:

Date:

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE

DJJ Release Authority

Juvenile Administrative Parole Report

	Date this juvenile is scheduled for an administrative hearing	Complete and submit to the DJJ Coordinator of Releasing Authority no later than:	
--	---	---	--

Juvenile Name:	(Last)	(First)	(MI)	JJMS#:		Date of Birth:	
----------------	--------	---------	------	--------	--	----------------	--

Area Submitting this Report							
	Social Worker/Clinician		Guidance Counselor/Education		County Case Manager		
	DJJ Facility		Community Residential Program		SCDC	DMH	DDSN

Status Update:	

Recommendation	
Do you recommend release? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, check one: <input type="checkbox"/> Conditional Release <input type="checkbox"/> Unconditional Release	
Comments:	

Special Conditions of Parole:	

Signatures:			
Reporter's Signature:		Date :	
Title:		Telephone #:	
Supervisor's Signature:		Date:	
Agency:		Facility/Program:	

SOUTH CAROLINA DEPARTMENT OF JUVENILE JUSTICE
DJJ Release Authority
Juvenile Parole Report Update

	Date this juvenile is scheduled for a review/hearing	Complete and submit to the DJJ Coordinator of Releasing Authority no later than:	
--	--	--	--

Juvenile Name:	(Last)	(First)	(MI)	JJMS#:		Date of Birth:	
----------------	--------	---------	------	--------	--	----------------	--

Area Submitting this Report	
<input type="checkbox"/> Social Worker/Clinician	<input type="checkbox"/> Guidance Counselor/Education
<input type="checkbox"/> DJJ Facility/Group Home	<input type="checkbox"/> Community Residential Program
<input type="checkbox"/> SCDC	<input type="checkbox"/> DMH
<input type="checkbox"/> DDSN	

Update to changes since the most recent Parole Report:

Recommendation

Do you recommend release?

☐ Yes ☐ No

If yes, check one: ☐ Conditional Release ☐ Unconditional Release

Comments:

Special Conditions of Parole:

Signatures:

Reporter's Signature:		Date :	
Title:		Telephone #:	
Supervisor's Signature:		Date:	
Agency:		Facility/Program:	

Appendix C

**Reports Submitted to the
Release Authority for
December 2013 Hearings**

DJJ Release Authority
P.O. Box 21069
Columbia, SC 29221
803-896-9217

___ Rel Rate
___ Total All
___ Panel Hearing
___ Administrative Hearings

December 9, 2013
Panel Hearing/Administrative Review Schedule

REPORTS ARE Due November 25, 2013

Juvenile's Name	MIS	Status	County	Agency	Location	Type of Review/Guidelines
[REDACTED] Tyler	[REDACTED]		Aiken	DJJ	Birchwood	Panel Hearing (2-5 months)
[REDACTED] Jacory	[REDACTED]		Florence	DJJ	JGR-Foxtrot	Panel Hearing (2-5 months)
[REDACTED] Shiqawn	[REDACTED]		Dorchester	DJJ	BWD-Hotel	Administrative Review 2-5 months)
[REDACTED] Jordan	[REDACTED]		Anderson	DJJ	BWD Hotel	Administrative Review (2-5 months)
[REDACTED] Charles	[REDACTED]		Richland	DJJ	BWD CMU	Administrative Review (2-5 months)
[REDACTED] Sandra	[REDACTED]		Beaufort	DJJ	Coastal O&A	Administrative Review (5-10 months)
[REDACTED] Amoree	[REDACTED]		Sumter	DJJ	Willow Lane Transition	Administrative Review (2-5 months)
[REDACTED] Jason	[REDACTED]		Horry	DJJ	BWD-CMU	Administrative Review (2-5 months)

**Recommendations Submitted to the
Release Authority for December 2013 Hearings**

Name	Treatment	Education	County	Yes/No
Tyler	Yes	Yes	No	2/1
Jacory	No	No	No	0/3
Shiqawn	No	N/A	Yes	1/1
Jordan	No	No	No	0/3
Charles	Yes	No	No	1/2
Sandra	No	Yes	No	1/2
Amoree	No	No	No	0/3
Jason	Yes	No	No	1/2

Appendix D

**Release Authority Missing Reports
for December 2013**

December 9, 2013
RELEASE AUTHORITY

Page: 1 of 1
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Report Log
Reports Due by November 25, 2013

Juvenile's Name	FACILITY REPORT	EDUCATION REPORT	COUNTY REPORT	MIS	County	Location
[REDACTED], Tyler	11-25-13	11-27-13	11-12-13	[REDACTED]	Aiken	Birchwood
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED], Jacory	11-17-13	11-27-13	11-22-13	[REDACTED]	Florence	JGR-Foxtrot
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED], Shiqawn	12-5-13*		12-5-13*	[REDACTED]	Dorchester	BWD-Hotel
[REDACTED], Jordan	11-19-13	11-27-13	11/25/2013	[REDACTED]	Anderson	BWD Hotel
[REDACTED], Charles	12-5-13	11-27-13	12-5-13	[REDACTED]	Richland	BWD CMU
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED], Sandra	11-18-13	11-19-13	12-5-13	[REDACTED]	Beaufort	Coastal O&A
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED], Amoree	11-25-13	11-27-13	11/25/2013	[REDACTED]	Sumter	WL Transition Unit
[REDACTED], Jason	12-5-13	11-27-13	11-21-13	[REDACTED]	Horry	BWD CMU

* This juvenile was added to the list after the deadline; therefore, reports were received after the deadline and not considered late.

**Timeliness of Reports Submitted to the
Release Authority for December 9, 2013 Hearings**

Name	Facility Report	Education Report	County Report	Total Late
Tyler		LATE		1
Jacory		LATE		1
Shiqawn		LATE		1
Jordan				0
Charles	LATE	LATE	LATE	3
Sandra			LATE	1
Amoree		LATE		1
Jason	LATE	LATE		2

TOTAL REPORTS: 24

TOTAL LATE: 10

Appendix E

**Reports Submitted to the
Juvenile Parole Board for
January 2014 Hearings**

JANUARY 2014 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: NOVEMBER 18, 2013.**

DISTRIBUTED ON: OCTOBER 30, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	████████ ZACHARY	██████		KN	RICHLAND	MIDLANDS	DJJ	BIRCHWOOD
o	P	████████ JOHNATHAN	██████		KN	YORK	PIEDMONT	DJJ	BIRCHWOOD
o	P	████████ QUAYDIR	██████		TV	DORCHESTER	COASTAL	DJJ	BIRCHWOOD
o	P	████████ JAQUEZ	██████		TV	JASPER	COASTAL	DJJ	BIRCHWOOD
-	P	████████ ISAIAH	██████		TV	YORK	PIEDMONT	DJJ	BIRCHWOOD
-	FB	████████ DAJOUR	██████		KN	RICHLAND	MIDLANDS	DJJ	BIRCHWOOD
-	P	████████ DAVANTA	██████		TV	LEXINGTON	MIDLANDS	DJJ	BIRCHWOOD
-	P	████████ TYLER	██████		TV	CHARLESTON	COASTAL	DJJ	BIRCHWOOD
-	P	████████ CODY	██████		MG	ANDERSON	PIEDMONT	DJJ	BIRCHWOOD
-	FB	████████ KEMON	██████		KN	GREENWOOD	PIEDMONT	DJJ	BIRCHWOOD
+	P	████████ CHRISTOPHER	██████		TV	HORRY	COASTAL	DJJ	BIRCHWOOD
-	FB	████████ STEVEN	██████		KN	ORANGEBURG	MIDLANDS	DJJ	BIRCHWOOD
o	P	████████ JAQUAVIOUS	██████		TV	BEAUFORT	COASTAL	DJJ	BIRCHWOOD
MIN	FB	████████ JAMES	██████		KN	DORCHESTER	COASTAL	DJJ	BIRCHWOOD
o	P	████████ ROBERT	██████		TV	HORRY	COASTAL	DJJ	BIRCHWOOD/SOTP
o	P	████████ DENARDO	██████		MG	CHARLESTON	COASTAL	DJJ	JOHN G. RICHARDS
-	P	████████ JAIRUS	██████		TV	AIKEN	MIDLANDS	DJJ	JOHN G. RICHARDS
o	P	████████ KENTERIOUS	██████		MG	LEE	MIDLANDS	DJJ	JOHN G. RICHARDS
MIN	P	████████ ANFERNEE	██████		TV	ABBEVILLE	PIEDMONT	DJJ	JOHN G. RICHARDS
-	P	████████ ROY	██████			RICHLAND	MIDLANDS	DJJ	MIDLANDS EVALUATION CENTER

**Recommendations Submitted to the Juvenile Parole
Board for January 2014 Hearings**

Name	Treatment	Education	County	Yes/No
Zachary	No	No	No	0/3
Jonathan	Yes	Yes	Yes	3/0
Quaydir	Yes	Yes	No	2/1
Jaquez	No	No	No	0/3
Isaiah	No	No	Yes	1/2
Dajour	No	No	Yes	1/2
Davanta	No	No	No	0/3
Tyler	No	No	No	0/3
Cody	No	No	No	0/3
Kemon	No	No	No	0/3
Christopher	No	Yes	No	1/2
Steven	No	No	No	0/3
Jaquavious	No	Yes	No	1/2
James	Yes	Yes	Yes	3/0
Robert	No	Yes	No	1/2
Denardo	No	Yes	Yes	2/1
Jarius	No	No	No	0/3
Kenterious	No	No	No	0/3
Anfernee	No	Yes	No	1/2
Roy	No	Yes	No	1/2

Appendix F

Juvenile Parole Board Missing Reports for 2013

January 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: NOVEMBER 19, 2012.**

DISTRIBUTED ON: OCTOBER 29, 2012.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	[REDACTED] DIAMAN	[REDACTED]	11-20	TV	DILLON	COASTAL	DJJ	BIRCHWOOD
-	FB	[REDACTED] MICHAEL	[REDACTED]	11-21	TV	CHARLESTON	COASTAL	DJJ	BIRCHWOOD
+	P	[REDACTED] KENNETH	[REDACTED]	1-20	TV	GREENVILLE	PIEDMONT	DJJ	BIRCHWOOD

January 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: NOVEMBER 9, 2012.**

DISTRIBUTED ON: OCTOBER 29, 2012.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	[REDACTED], MARCEL	[REDACTED]	12-17	TA	BERKELEY	COASTAL	AMI	CAMP BENNETTSVILLE
-	FB	[REDACTED] DIAMAN	[REDACTED]	12-18	TV	DILLON	COASTAL	DJJ	BIRCHWOOD
o	P	[REDACTED], MATTHEW	[REDACTED]	12-18	TA	DILLON	COASTAL	PLA	EXCALIBUR YOUTH SERVICES
o	P	[REDACTED] THOMAS	[REDACTED]	11-19	TA	FLORENCE	COASTAL	PLA	LIGHTHOUSE - CONWAY
o	P	[REDACTED] JAMIE	[REDACTED]	12-03	AJ	FLORENCE	COASTAL	DMH	PALMETTO PEE DEE
-	P	[REDACTED] LABRON	[REDACTED]	12-17	TA	GEORGETOWN	COASTAL	PLA	LIGHTHOUSE - CONWAY

January 2013 Board List

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DISTRIBUTED ON: OCTOBER 29, 2012.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
o	P	[REDACTED] RASHON	[REDACTED]	12-10	TV	NEWBERRY	PIEDMONT	DJJ	JOHN G. RICHARDS/SBP
-	P	[REDACTED] JENNIFER	[REDACTED]	11-13	TV	PICKENS	PIEDMONT	DJJ	UPSTATE EVALUATION CENTER

February 2013 Board List

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***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: DECEMBER 7, 2012.**

DISTRIBUTED ON: NOVEMBER 19, 2012.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
.	P	[REDACTED] MICHAEL	[REDACTED]	12-11	TA	CHESTERFIELD	MIDLANDS	AMI	CAMP BENNETTSVILLE

February 2013 Board List

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***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: DECEMBER 20, 2012.**

DISTRIBUTED ON: NOVEMBER 19, 2012.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
o	FB	[REDACTED] JAVONTE	[REDACTED]		TV	RICHLAND	MIDLANDS	DJJ	JOHN G. RICHARDS/STAR

February 2013 Board List

Page 1 of 1
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***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: DECEMBER 7, 2012.**

DISTRIBUTED ON: NOVEMBER 19, 2012.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] DION	[REDACTED]	01-09	TA	CHARLESTON	COASTAL	AMI	CAMP BENNETTSTVILLE
MIN	P	[REDACTED] LABRON	[REDACTED]	01-10	TA	GEORGETOWN	COASTAL	PLA	LIGHTHOUSE - CONWAY
o	P	[REDACTED] JAMELL	[REDACTED]	01-04	TA	WILLIAMSBURG	COASTAL	PLA	AVALONIA GROUP HOME

March 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDL CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: JANUARY 16, 2013.**

DISTRIBUTED ON: January 4, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	DEANDRE		01-24		BEAUFORT	COASTAL	DJJ	COASTAL EVALUATION CENTER
MIN	FB	TAJUAN		01-24	TV	BERKELEY	COASTAL	DJJ	JOHN G. RICHARDS
MIN	FB	MARCEL CR 01/13		N/A	AF	BERKELEY	COASTAL	AMI	CAMP BENNETTSVILLE
MIN	FB	DIAMAN		02-04	AF	DILLON	COASTAL	PLA	PINELANDS
-	P	KEMONORE		01-30	TA	GEORGETOWN	COASTAL	AMI	CAMP BENNETTSVILLE
MIN	P	BRIAN		01-25	AJ	HORRY	COASTAL	AMI	BEAUFORT MARINE INSTITUTE
o	P	CHARLES		01-23	TV	HORRY	COASTAL	DJJ	JOHN G. RICHARDS/SBP
-	P	BRUCE		01-23	TA	HORRY	COASTAL	DJJ	COASTAL EVALUATION CENTER

APRIL 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDL CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: FEBRUARY 22, 2013.**

DISTRIBUTED ON: FEBRUARY 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] JUSTICE	[REDACTED]	02-25	TV	HORRY	COASTAL	DJJ	JOHN G. RICHARDS
o	P	[REDACTED], CHRISTOPHER	[REDACTED]	02-25	TV	CHARLESTON	COASTAL	DJJ	JOHN G. RICHARDS
MIN	P	[REDACTED], DAETRON	[REDACTED]	02-25	TV	RICHLAND	MIDLANDS	DJJ	JOHN G. RICHARDS - ESCAPE
+	P	[REDACTED], JULIUS	[REDACTED]		TV	CHARLESTON	COASTAL	DJJ	JOHN G. RICHARDS/SBP

APRIL 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDL CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: FEBRUARY 14, 2013.**

DISTRIBUTED ON: FEBRUARY 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] RASHARD	[REDACTED]		TV	DILLON	COASTAL	PLA	GENERATIONS
o	P	[REDACTED] MATTHEW	[REDACTED]		AF	DILLON	COASTAL	PLA	EXCALIBUR YOUTH SERVICES

APRIL 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: FEBRUARY 22, 2013.**

DISTRIBUTED ON: FEBRUARY 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] RASHARD	[REDACTED]		TV	DILLON	COASTAL	PLA	GENERATIONS

May 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: March 13, 2013.**

DISTRIBUTED ON: March 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] TYLER	[REDACTED]	03-14	AF	AIKEN	MIDLANDS	PLA	PINELANDS
+	P	[REDACTED] RITCHIE	[REDACTED]	03-15	TV	CLARENDON	MIDLANDS	DJJ	JOHN G. RICHARDS/TDU

May 2013 Board List

Page 1 of
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***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: March 13, 2013.**

DISTRIBUTED ON: March 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	[REDACTED] MEGHAN	[REDACTED]	03-15	TV	COLLETON	COASTAL	DJJ	WILLOW LANE
-	FB	[REDACTED] ISAIAH	[REDACTED]	03-15	TV	COLLETON	COASTAL	DJJ	BIRCHWOOD
-	FB	[REDACTED] JAMES	[REDACTED]		TV	DORCHESTER	COASTAL	DJJ	BIRCHWOOD
o	P	[REDACTED] LABRON	[REDACTED]	03-26	TV	GEORGETOWN	COASTAL	DJJ	JOHN G. RICHARDS

May 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDH CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: March 22, 2013.**

DISTRIBUTED ON: March 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
o	P	[REDACTED], ISAAC	[REDACTED]	03-25	TV	RICHLAND	MIDLANDS	DJJ	JOHN G. RICHARDS
+	P	[REDACTED], AKMIR	[REDACTED]	"	TV	BERKELEY	COASTAL	DJJ	JOHN G. RICHARDS
-	P	[REDACTED], MASON	[REDACTED]	"	TV	LEXINGTON	MIDLANDS	DJJ	JOHN G. RICHARDS
-	P	[REDACTED], ALEXANDER	[REDACTED]	"	TV	LANCASTER	PIEDMONT	DJJ	JOHN G. RICHARDS
-	P	[REDACTED], ANFERNEE	[REDACTED]	"	TV	ABBEVILLE	PIEDMONT	DJJ	JOHN G. RICHARDS
-	P	[REDACTED], STEVEN	[REDACTED]	"	TV	BERKELEY	COASTAL	DJJ	JOHN G. RICHARDS
-	FB	[REDACTED], KHAALIS	[REDACTED]	03-25	TV	DORCHESTER	COASTAL	DJJ	JOHN G. RICHARDS
o	P	[REDACTED], LABRON	[REDACTED]	03-27	TV	GEORGETOWN	COASTAL	DJJ	JOHN G. RICHARDS
+	P	[REDACTED], DA'QUAN	[REDACTED]	03-25	TV	RICHLAND	MIDLANDS	DJJ	JOHN G. RICHARDS
-	P	[REDACTED], SAE-QUEZ	[REDACTED]	"	TV	RICHLAND	MIDLANDS	DJJ	JOHN G. RICHARDS
-	P	[REDACTED], ERIC	[REDACTED]	"	TV	CHARLESTON	COASTAL	DJJ	JOHN G. RICHARDS
-	FB	[REDACTED], JARED	[REDACTED]	"	TV	HORRY	COASTAL	DJJ	JOHN G. RICHARDS
+	P	[REDACTED], TRAVON	[REDACTED]	03-26	TV	CHEROKEE	PIEDMONT	DJJ	JOHN G. RICHARDS/CMU
+	P	[REDACTED], RITCHIE	[REDACTED]	03-25	TV	CLARENDON	MIDLANDS	DJJ	JOHN G. RICHARDS/TDU
MIN	P	[REDACTED], PATRICK	[REDACTED]	03-27	TV	YORK	PIEDMONT	DJJ	JOHN G. RICHARDS/TDU
MIN	P	[REDACTED], ROGERIA	[REDACTED]	"	TV	ORANGEBURG	MIDLANDS	DJJ	WILLOW LANE
-	FB	[REDACTED], MEGHAN	[REDACTED]	"	TV	COLLETON	COASTAL	DJJ	WILLOW LANE

May 2013 Board List

May 2013 Board List

Distr

	P	[REDACTED], QUANELLA	[REDACTED]	" "	TV	RICHLAND	MIDLANDS	DJJ	WILLOW LANE
MIN	P	[REDACTED] REANNA	[REDACTED]	" "	TV	ORANGEBURG	MIDLANDS	DJJ	WILLOW LANE

May 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDL CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: March 13, 2013.**

DISTRIBUTED ON: March 1, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] ANFERNEE	[REDACTED]	03-15	TV	ABBEVILLE	PIEDMONT	DJJ	JOHN G. RICHARDS
-	P	[REDACTED] CEDRIC	[REDACTED]	03-15	TA	GREENWOOD	PIEDMONT	AMI	CAMP BENNETTSVILLE
-	P	[REDACTED] JAMIROQUAN	[REDACTED]	03-15	MM	GREENWOOD	PIEDMONT	AYA	CAMP ASPEN
o	P	[REDACTED] SJEVON	[REDACTED]	04-19	TV	UNION	PIEDMONT	PLA	GENERATIONS

June 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: APRIL 12, 2013.**

DISTRIBUTED ON: MARCH 28, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
MIN	P	[REDACTED] TYLER	[REDACTED]	04-15	TV	AIKEN	MIDLANDS	DJJ	JOHN G. RICHARDS
.	P	[REDACTED], LOUIS	[REDACTED]	04-16	TV	FAIRFIELD	PIEDMONT	DJJ	JOHN G. RICHARDS
MIN	P	[REDACTED] ALEXANDER	[REDACTED]	04-15	TV	LANCASTER	MIDLANDS	DJJ	JOHN G. RICHARDS

June 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE. AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: APRIL 12, 2013.**

DISTRIBUTED ON: MARCH 28, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
MIN	P	[REDACTED] MARCELINO	[REDACTED]	04-15	TV	BEAUFORT	COASTAL	DJJ	GENERATIONS
-	P	[REDACTED] KEMONDRE	[REDACTED]	04-17	AF	GEORGETOWN	COASTAL	AMI	CAMP BENNETTSVILLE
-	FB	[REDACTED] BRIAN	[REDACTED]	04-17	TV	GEORGETOWN	COASTAL	DJJ	BIRCHWOOD
-	P	[REDACTED] JAQUEZ	[REDACTED]		TV	JASPER	COASTAL	DJJ	JOHN G. RICHARDS

June 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: APRIL 22, 2013.**

DISTRIBUTED ON: MARCH 28, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
	P	TERRELL			TV	RICHLAND	MIDLANDS	DJJ	BIRCHWOOD
	P	MICHAEL		04-23	TV	PICKENS	PIEDMONT	DJJ	BIRCHWOOD/SOTP
MAX	P	DIAMOND		04-24	TV	CHARLESTON	COASTAL	DJJ	WILLOW LANE

June 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: APRIL 12, 2013.**

DISTRIBUTED ON: MARCH 28, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
o	P	[REDACTED] JAQUAN	[REDACTED]	04-22	TV	SPARTANBURG	PIEDMONT	DJJ	JOHN G. RICHARDS

July 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: MAY 24, 2013.**

DISTRIBUTED ON: MAY 2, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	[REDACTED] CODY	[REDACTED]		AF	ANDERSON	PIEDMONT	DJJ	UPSTATE EVALUATION CENTER

July 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: MAY 13, 2013.**

DISTRIBUTED ON: MAY 2, 2013.

Status	FB/P	Juvenile's Name	MIS	PE	County	Region	Agency	Location
MIN	FB	[REDACTED] MEGHAN	[REDACTED]	AF	BERKELEY	COASTAL	PLA	NEW FOUNDATIONS
MIN	P	[REDACTED], KEITH	[REDACTED]	AF	HORRY	COASTAL	AMI	CAMP BENNETTSVILLE
+	P	[REDACTED] STEVEN	[REDACTED]	KN	HORRY	COASTAL	DMH	PALMETTO SUMMERVILLE
-	FB	[REDACTED] DARIUS	[REDACTED]	TV	HORRY	COASTAL	DJJ	JOHN G. RICHARDS

August 2013 Board List

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PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: JUNE 21, 2013.

DISTRIBUTED ON: MAY 31, 2013.

tatus	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	SAE-QUEZ			TV	RICHLAND	MIDLANDS	DJJ	JOHN G. RICHARDS
-	P	KEMIAN			TV	GREENWOOD	PIEDMONT	DJJ	JOHN G. RICHARDS

August 2013 Board List

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Distributed: <date> @ <time>

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: JUNE 14, 2013.**

DISTRIBUTED ON: MAY 31, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
.	P	[REDACTED] DAYQUAN	[REDACTED]	06-18	KN	AIKEN	MIDLANDS	AMI	CAMP WHITE PINES
MIN	P	[REDACTED] SKYLAR	[REDACTED]	06-18	TV	AIKEN	MIDLANDS	DJJ	MIDLANDS EVALUATION CENTER

August 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: JUNE 14, 2013.**

DISTRIBUTED ON: MAY 31, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	[REDACTED] MATTHEW	[REDACTED]	06-17	TV	BEAUFORT	COASTAL	DJJ	JOHN G. RICHARDS
+	P	[REDACTED] AKMIR	[REDACTED]	06-18	TV	BERKELEY	COASTAL	DJJ	JOHN G. RICHARDS
MIN	P	[REDACTED] STEVEN	[REDACTED]	06-19	TV	BERKELEY	COASTAL	DJJ	JOHN G. RICHARDS
MIN	P	[REDACTED] KEMONORE	[REDACTED]	06-18	AF	GEORGETOWN	COASTAL	AMI	CAMP BENNETTSVILLE
-	FB	[REDACTED] BILLY	[REDACTED]	06-19	TV	DILLON	COASTAL	DJJ	BIRCHWOOD
-	FB	[REDACTED] SHAQUILLE	[REDACTED]	06-18	TV	MARLBORO	COASTAL	DJJ	BIRCHWOOD

September 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: JULY 15, 2013.**

DISTRIBUTED ON: JUNE 28, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
MIN	P	[REDACTED] TYLER	[REDACTED]	07-17	TV	BERKELEY	COASTAL	PLA	GENERATIONS

September 2013 Board List

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Distributed: <date> @ <time>

PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST DISTRIBUTED. REPORTS ARE DUE ON: JULY 29, 2013.

DISTRIBUTED ON: JUNE 28, 2013.

tatus	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
MIN	P	[REDACTED] BRUCE	[REDACTED]	07-30	TV	HORRY	COASTAL	DJJ	JOHN G. RICHARDS
MIN	P	[REDACTED] RICKY	[REDACTED]	07-30	TV	LEXINGTON	MIDLANDS	DJJ	JOHN G. RICHARDS

October 2013 Board List

PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: AUGUST 26, 2013.

DISTRIBUTED ON: AUGUST 2, 2013.

tatus	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	[REDACTED] MARCEL	[REDACTED]	08-30	KN	HORRY	COASTAL	DJJ	BIRCHWOOD
o	P	[REDACTED] JAQUAVIOUS	[REDACTED]	08-30	TV	BEAUFORT	COASTAL	DJJ	BIRCHWOOD
MIN	P	[REDACTED] QUANELLA	[REDACTED]	08-30	TV	RICHLAND	MIDLANDS	DJJ	WILLOW LANE

October 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: AUGUST 19, 2013.**

DISTRIBUTED ON: AUGUST 2, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
MAX	P	[REDACTED] DE'ANDRE	[REDACTED]	08-23	MG	BEAUFORT	COASTAL	AMI	CAMP BENNETTSVILLE
o	P	[REDACTED], JAQUAVIOUS	[REDACTED]	08-23	TV	BEAUFORT	COASTAL	DJJ	BIRCHWOOD
o	FB	[REDACTED] MEGHAN	[REDACTED]	08-26	MG	BERKELEY	COASTAL	PLA	NEW FOUNDATIONS

November 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: SEPTEMBER 16, 2013.**

DISTRIBUTED ON: SEPTEMBER 6, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
o	P	[REDACTED] STEVEN	[REDACTED]	09-20	TV	BERKELEY	COASTAL	DJJ	JOHN G. RICHARDS
.	P	[REDACTED] JOSEPH	[REDACTED]	09-19	MG	BERKELEY	COASTAL	AYA	CAMP ASPEN
.	FB	[REDACTED] ISAIAH	[REDACTED]	09-19	MG	COLLETON	COASTAL	AMI	CAMP BENNETTSVILLE
.	P	[REDACTED] DEVONTA	[REDACTED]		TV	DILLON	COASTAL	DJJ	JOHN G. RICHARDS
.	P	[REDACTED] RAEQUAWN	[REDACTED]	09-20	MG	WILLIAMSBURG	COASTAL	DJJ	LIGHTHOUSE

November 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: SEPTEMBER 23, 2013.**

DISTRIBUTED ON: SEPTEMBER 6, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	FB	[REDACTED] JAMES	[REDACTED]	09-25	KN	DORCHESTER	COASTAL	DJJ	BIRCHWOOD
o	P	[REDACTED] MICHAEL	[REDACTED]	09-25	TV	PICKENS	PIEDMONT	DJJ	BIRCHWOOD/SOTP

November 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDL CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: SEPTEMBER 16, 2013.**

DISTRIBUTED ON: SEPTEMBER 6, 2013.

Status	FB/P	Juvenile's Name	MIS	Y	PE	County	Region	Agency	Location
-	P	████████ ANTHONY	████████	09-18	TV	AIKEN	MIDLANDS	DJJ	BIRCHWOOD
-	P	████████ DAYQUAN	████████	09-18	MG	AIKEN	MIDLANDS	AMI	CAMP WHITE PINES
MIN	P	████████ LOUIS	████████	09-18	TV	FAIRFIELD	MIDLANDS	DJJ	JOHN G. RICHARDS

December 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: OCTOBER 14, 2013.**

DISTRIBUTED ON: OCTOBER 3, 2013.

Status	FB/P	Juvenile's Name	MIS	PE	County	Region	Agency	Location
+	P	[REDACTED] ALEJOS	[REDACTED]	KN	GREENVILLE	PIEDMONT	DMH	ESCAPE STATUS

December 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: OCTOBER 24, 2013.**

DISTRIBUTED ON: OCTOBER 3, 2013.

Status	FB/P	Juvenile's Name	MIS	PE	County	Region	Agency	Location
-	P	[REDACTED] SHAKAYLA	[REDACTED]	TV	SUMTER	MIDLANDS	DJJ	WILLOW LANE

December 2013 Board List

***PLEASE REVIEW ENTIRE BOARD LIST, NOTING AGENCY AND LOCATION OF EACH JUVENILE, AS DJJ IS RESPONSIBLE FOR ALL DMH/DDSN AND SCDC CASES IN WHICH JUVENILES ARE STILL LOCATED AT DJJ FACILITIES WHEN THIS LIST IS DISTRIBUTED. REPORTS ARE DUE ON: OCTOBER 14, 2013.**

DISTRIBUTED ON: OCTOBER 3, 2013.

Status	FB/P	Juvenile's Name	MIS	PE	County	Region	Agency	Location
-	P	[REDACTED] SAMARCO	[REDACTED]	TV	BERKELEY	COASTAL	DJJ	BIRCHWOOD
o	P	[REDACTED] TYLER	[REDACTED]	MG	BERKELEY	COASTAL	PLA	GENERATIONS
-	P	[REDACTED] NYSHEEMA	[REDACTED]	[REDACTED]	JASPER	COASTAL	DJJ	COASTAL EVALUATION CENTER
-	P	[REDACTED] JAMAAL	[REDACTED]	MG	MARION	COASTAL	AMI	CAMP WHITE PINES

Juvenile Parole Board “Missing Reports” for 2013

Month	Number of Missing Reports
January	11
February	5
March	8
April	7
May	29
June	11
July	5
August	10
September	3
October	6
November	10
December	5

TOTAL: 110